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SUBJ: STAFFING STANDARDS - REGIONAL AIRPORTS DIVISION &
AIRPORTS DISTRICT OFFICES

1. PURPOSE. This order establishes staffing standards for the regional Airports Divisions and Airports District Offices.
2. DISTRIBUTION. This order is distributed to the division level of Airports Service; the branch level of each regional Airports Division; and all Airports field offices.
3. SCOPE.
 - a. These standards apply to the regional, district, and field offices in the New England, Eastern, Southern, Great Lakes, Southwest, Central, Rocky Mountain, Western, Northwest, and Alaskan Regions.
 - b. These standards do not apply to the Pacific-Asia Region. However, they shall use the managerial and operational activities as described in Appendix 3 in the formulation and submission of their staffing requirements.
4. ESTABLISHMENT OF STAFFING STANDARDS.
 - a. The staffing standards contained in the Appendixes (1, 2, 3, 4) are established as the basic method of determining and analyzing staffing requirements. The standards are the product of a joint AAS/AMS Staffing Validation Project.
 - b. The staffing standards contained in the appendixes are organized in the following manner: Appendix 1, Regions with Airports District Offices; Appendix 2, Airports District Offices; Appendix 3, Regions without Airports District Offices; Appendix 4, the Alaskan Region. Each Appendix is broken out into two sections: Section 1 - Managerial and Clerical Activities and Section 2 - Operational Activities.

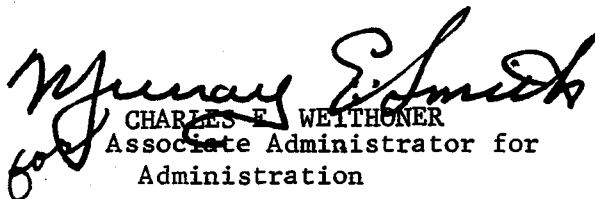
Regions in the contiguous United States without district offices and the Alaskan Region combine the regional and district office functions described in Appendixes 1 and 2.

Distribution: WAS-2, RAS-3, FAS-1 (normal)

Initiated By: AAS-12

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- c. These standards are established as the basic method of determining and analyzing staffing requirements for the programs covered. Subject to the provisions of Order 2500.30C, Delegation of Authority to Adjust Regional and Fiscal Programs in the Operations Activities of the Operations Appropriation, and guidance contained in the Call for Estimates and related directives, staffing standards will be used in the development and review of position requirements included in annual fiscal programs and budget estimates; in requesting interim adjustments to staffing authorization; and in program evaluation organizational reviews, and other studies as appropriate.
- d. Except as indicated in paragraph 4 above, and subject to guidance contained in the Call for Estimates, the standards shall be used as shown in the appendixes. Requests for staff that vary from that generated through application of the standards should be justified by reference to specific workload indicators, levels of effort, or formulas in the standards. This does not preclude use of other justifications if appropriate.
- e. The standards are subject to modification as a result of such actions as listed below. Recommendations for modifications should be submitted to Airports Service with copies to the Office of Budget and the Office of Management Systems.
 - (1) Changes in functions, methods, or program guidance.
 - (2) Staffing Validation or other management studies.
 - (3) Recommendations from any source that are adopted for agency-wide application.


CHARLES F. WEITHONER
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AIRPORTS PROGRAM STAFFING STANDARDS

APPENDIX 1. REGIONAL AIRPORTS DIVISIONS
WITH AIRPORTS DISTRICT OFFICES

SECTION 1. MANAGERIAL AND CLERICAL ACTIVITIES

MANAGERIAL ACTIVITY NO. 1: PROGRAM MANAGEMENT

COVERAGE: This standard is designed to provide man-hours to support basic program direction and supervision activity which is not readily identifiable with any one operational activity. The activities include, but are not limited to, the following: staff supervision and discipline; advice to the regional director, other division chiefs, ADO chiefs, and branch chiefs; review and signature of outgoing correspondence; response to Congressional and headquarters inquiries; attendance at and conduct of staff meetings, conferences, and hearings; and responsibilities of evaluating and allocating personnel and material resources in the conduct of the program.

Administrative responsibilities for personnel actions, training requests, travel planning, equipment purchases, and procurement actions are included in this activity.

STANDARD: Allow 3600 man-hours annually.

BASIS FOR STANDARD: The standard recognizes that the principal role of the division chief is encompassed by this activity. Additionally, a somewhat smaller portion of the working time of an assistant division chief, administrative officer, and of the branch chiefs is covered under this activity. This activity does not include supervisory time that could quantitatively be related to specific operational activities. (For example, the man-hour requirement for a request for aid includes time for branch chief and division chief participation and approval, as do the other activities.)

MANAGERIAL ACTIVITY NO. 2: PROGRAM ANALYSIS AND EVALUATION

COVERAGE: This standard includes a formal evaluation activity conducted in the regional office and evaluation and review of Airports District Offices (evaluation visits, travel time, report preparation, post-review follow-up). It includes a post-review effort of ADO actions necessary to identify consistent application of standards and procedures. Also covered by the standard is time spent on management information activities, management charts, significant activity reports, highlights, and other miscellaneous reports; and special analyses, including time spent with Washington staff who are conducting studies.

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STANDARD: Allow 1000 man-hours annually.

BASIS FOR STANDARD: Because this effort is concerned with analysis of performance of uniform functional responsibilities, the manpower necessary to accomplish it does not seem to vary consistently with operational workload.

MANAGERIAL ACTIVITY NO. 3: BUDGET

COVERAGE: This standard provides for manpower for formulating proposed budgets and work on the five-year plan, preparation of the related justification and the reprogramming or replanning necessary to translate an approved budget into firm work plans. It includes travel funds, quarterly reviews, related conferences, guidance to Airports District Offices, coordination with other elements and any necessary reprogramming during the year.

STANDARD: Allow 600 man-hours annually.

BASIS FOR STANDARD: The standard was established at the median value for all regional divisions with district offices. Manpower for basic preparation and administration of budgets does not significantly vary with operational workload. It is concerned with projections of workload, the categories of which do not vary by region, and the concomitant application of a common staffing standard.

CLERICAL ACTIVITY

A standard for clerical activity will be developed as a result of a planned effort to reevaluate the clerical/professional ratio.

TRAINING

The appropriateness of including a standard for training is under evaluation.

SECTION 2 - OPERATIONAL ACTIVITIES

ACTIVITY NO. 1: NATIONAL AIRPORT SYSTEM PLAN

COVERAGE: This standard includes providing guidance and assistance to the Airports District Office in the formulation of the National Airport System Plan; Joint Planning Conference monitoring and coordination; review of ADO submissions for approval or disapproval for inclusion in the Plan including review of joint planning conference reports, reliever justifications, and new airport justifications; recommendation to Washington of new locations to serve air carriers; effecting coordination of the Plan at the regional level; and forwarding approved worksheets to Washington for processing and computer input to the Plan.

STANDARD:a. Short-range (0-5 years) -- Airfield and Terminal Area Development.

7 man-hours for National Airport System Plan Worksheets processed covering detailed development in the 0 to 5 year time period for each of the locations on which a Joint Planning Conference is held.

3 man-hours for Plan Worksheets processed for this time period on each of the remaining locations.

b. Intermediate-range (6-10 years) -- Airfield and Terminal Area Development.

2 man-hours for Plan Worksheets processed covering detailed development in the 6 to 10 year time period for each of the locations on which a Joint Planning Conference is held.

1 man-hour for Plan Worksheets processed for this time period on each of the remaining locations.

c. Long-range (10-20 years).

2 man-hours for processing Plan Worksheets for each locations in this time period.

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ACTIVITY NO. 2: PLANNING COORDINATION

COVERAGE: This activity includes coordinating airports planning with other agencies such as the Department of Housing and Urban Development (HUD), Federal Highway Administration (FHWA), Veterans Administration (VA), military, state, regional, local authorities and private organizations such as Air Transport Association of America (ATA), when it is not associated with a particular project and not appropriate to handle such matters in a district office. This also includes division coordination activities necessary for intermodal planning.

STANDARD:

- a. Allow 200 man-hours for each large hub in the region.
- b. Allow 100 man-hours for each medium hub in the region.
- c. Allow 20 man-hours for each small hub in the region.
- d. Allow 4 man-hours for each non-hub in the region.

ACTIVITY NO. 3: AIRPORT DATA COLLECTION PROGRAM

COVERAGE: This standard includes monitoring the airport data program as conducted by the Airports District Offices and forwarding such data to Washington, D. C. This work involves the review of FAA Forms 5010-1's and of 5010-2's on new and newly reported airports only to assure the correctness of the data, and arranging for the reproduction and distribution of forms.

STANDARD: 1 man-hour for each FAA Airport Master Record (FAA Form 5010-1) processed.

BASIS FOR STANDARD: The standard includes enough allowance for the region's minimal participation in the 5010-2 program. The standard also includes time spent on advisory services related to the airport records.

ACTIVITY NO. 4: PLANNING GRANT APPLICATION -- AIRPORT SYSTEM PLAN

A. COVERAGE: FOR THOSE AIRPORT SYSTEM PLANS WHICH THE REGION, RATHER THAN AN ADO, IS DIRECTLY ADMINISTERING: This activity includes encouragement to potential sponsors to undertake system planning through the Airport Planning Grant Program; rendering advisory services to sponsors on the purpose and procedures of the Planning Grant Program; assisting sponsors in planning of the study and preparation of the project application, including holding pre-application conferences; review of the Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) and forwarding it to Washington for approval; preparing and issuing the grant offer, reviewing the grant agreement and preparing subsequent notifications; approval of all contracts and force account work; approval of minor project changes within limits of the grant agreement in writing and approving an amendment to the grant agreement for changes in the scope of work or reduction of costs.

STANDARD:

- a. 137 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$100,000.
- b. 207 man-hours for each application processed in which the Federal share is from \$100,000 through \$300,000.
- c. 377 man-hours for each application processed in which the Federal share exceeds \$300,000.

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BASIS FOR STANDARD: There is a direct correlation between the dollar amount of the planning grant and the complexity of the planning study. Likewise, there is a direct relationship between the complexity of the proposed study and the workload experienced by Airports personnel. The Airport System Plan, even the least complex one, is a highly sophisticated study. There are many man-hours of conferences with sponsors and consultants leading to the development of a proposed study and many more hours required in the review and approval of an application for Federal aid.

- B. COVERAGE: FOR THOSE AIRPORT SYSTEM PLANS WHICH THE ADO, RATHER THAN THE REGION, IS HANDLING: This activity includes direct participation in pre-application conferences and an active role in the formulation of the study proposal along with ADO personnel; other supplementing advice and assistance to the ADO; review and recommendations on planning grant applications forwarded from the ADO in the application folder; any necessary coordination up to the grant agreement; review of the grant agreement and action on program changes or amendments.

STANDARD:

- a. 87 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$100,000.
- b. 115 man-hours for each application processed in which the Federal share is \$100,000 through \$300,000.
- c. 146 man-hours for each application processed in which the Federal share exceeds \$300,000.

BASIS FOR STANDARD: Where the region has delegated to a district office the responsibility for directly administering an Airport System Plan, the region is directed to maintain substantial participation in the project and provide extensive supplementation of ADO skills because of the complexity of an airport system study and the political units involved.

ACTIVITY NO. 5: PGP ADMINISTRATION - AIRPORT SYSTEM PLAN

- A. COVERAGE: FOR THOSE AIRPORT SYSTEM PLANS WHICH THE REGION, RATHER THAN AN ADO, IS DIRECTLY ADMINISTERING: This activity includes all project monitoring involved in an Airport System Planning Grant in Stage 6, from the time of grant agreement up to review of the final plan. This will involve advice and assistance to the consultant; interim reviews of work products of the study; and meetings with the sponsor and consultant. This activity includes time spent on Planning Grant Summary of Quarterly Reports (FAA Form 5900-9) and Planning Grant Program Quarterly Status Report (FAA Form 5900-10).

STANDARD:

- a. 156 man-hours for each Airport System Plan (ASP) underway in which the Federal share is less than \$100,000.
- b. 260 man-hours for each ASP underway in which the Federal share is \$100,000 through \$300,000.
- c. 420 man-hours for each ASP underway in which the Federal share exceeds \$300,000.

WORK UNIT: The source of count is the number of Airport System Plans underway (i.e., in Stage 6) that the region anticipates during the planned year.

BASIS FOR STANDARD: The amount of work involved in administering an Airport System Plan is directly proportional to the complexity of the study, measured by the dollar amount of the grant.

- B. COVERAGE: FOR THOSE AIRPORT SYSTEM PLANS WHICH THE ADO, RATHER THAN THE REGION, IS DIRECTLY ADMINISTERING: This activity includes interim reviews of segments of the study to supplement the ADO's review; direct participation in meetings with the consultant and ADO personnel; monitoring the ADO's administration of the project and providing advice and guidance.

STANDARD:

- a. 72 man-hours for each Airport System Plan (ASP) underway in which the Federal share is less than \$100,000.
- b. 120 man-hours for each ASP underway in which the Federal share is \$100,000 through \$300,000.
- c. 200 man-hours for each ASP underway in which the Federal share exceeds \$300,000.

BASIS FOR STANDARD: Although the region is not directly administering the grant, Airports division personnel will have significant involvement along with the ADO in the study that is underway.

ACTIVITY NO. 6: PGP FINAL REPORT REVIEW - AIRPORT SYSTEM PLAN

COVERAGE: This activity covers regional workload in review and approval of Airport System Plan final study reports, including reviews of preliminary or draft final reports, meetings with the sponsor and consultant, and other necessary coordination involved in completion of the project.

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A. FOR THOSE AIRPORT SYSTEM PLANS WHICH THE REGION IS DIRECTLY ADMINISTERING:

STANDARD:

- a. 70 man-hours for each Airport System Plan (ASP) study completed in which the Federal share is less than \$100,000.
- b. 108 man-hours for each ASP study completed in which the Federal share is \$100,000 through \$300,000.
- c. 160 man-hours for each ASP study completed in which the Federal share exceeds \$300,000.

WORK UNIT: The source of count is the number of Airport System Plan final reports reviewed and approved.

B. FOR THOSE AIRPORT SYSTEM PLANS WHICH THE ADO IS DIRECTLY ADMINISTERING:

STANDARD:

- a. 38 man-hours for each Airport System Plan (ASP) study completed in which the Federal share is less than \$100,000.
- b. 56 man-hours for each ASP study completed in which the Federal share is \$100,000 through \$300,000.
- c. 75 man-hours for each ASP study completed in which the Federal share exceeds \$300,000.

ACTIVITY NO. 7: PLANNING GRANT APPLICATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes advice and assistance to the ADO during the formulation of a project; review and recommendations on planning grant applications forwarded from the ADO in the application folder; any necessary coordination up to the grant agreement stage; review of the grant agreement and action on program changes or amendments.

STANDARD:

- a. 34 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$25,000.
- b. 46 man-hours for each application processed in which the Federal share is \$25,000 through \$100,000.
- c. 67 man-hours for each application processed in which the Federal share exceeds \$100,000.

BASIS FOR STANDARD: As in the Airport System Plan, the complexity of an Airport Master Planning Grant is directly proportional to the dollar amount of the grant; and the greater the complexity of the project, the more work involved on the part of Airports personnel.

ACTIVITY NO. 8: PGP ADMINISTRATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes reviews of interim study products to supplement the ADO's review; monitoring the ADO's administration of the project and providing advice and guidance.

STANDARD:

- a. 24 man-hours for each Airport Master Plan (AMP) underway in which the Federal share is less than \$25,000.
- b. 36 man-hours for each AMP underway in which the Federal share is \$25,000 through \$100,000.
- c. 53 man-hours for each AMP underway in which the Federal share exceeds \$100,000.

WORK UNIT: The source of count is the number of Airport Master Plans underway (i.e., in Stage 6) that the region anticipates during the planned year.

ACTIVITY NO. 9: PGP FINAL REPORT REVIEW - AIRPORT MASTER PLAN

COVERAGE: This activity covers regional workload in monitoring ADO actions in the completion and review of final Airport Master Plan reports; reading the final report; and providing additional guidance to the ADO.

STANDARD:

- a. 24 man-hours for each Airport Master Plan (AMP) study completed in which the Federal share is less than \$25,000.
- b. 32 man-hours for each AMP study completed in which the Federal share is \$25,000 through \$100,000.
- c. 56 man-hours for each AMP study completed in which the Federal share exceeds \$100,000.

WORK UNIT: The source of count is the number of Airport Master Plan final reports reviewed and approved.

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ACTIVITY NO. 10: PGP PARTIAL PAYMENT AUTHORIZATION

COVERAGE: This activity covers regional review and approval of partial grant payments only on PGP projects being directly administered from the regional office. Do not count time for partial payments made by the ADO.

STANDARD: 2.5 man-hours for each Request for Advance or Reimbursement (FAA Form 5100-61) submitted.

ACTIVITY NO. 11: PGP FINAL PAYMENTS

COVERAGE: This activity includes actions pertaining to regional approval of semi-final and final payments on PGP projects which the region is directly administering and review of semi-final and final payment applications from the ADO. This includes review of the sponsor's final report, Request for Advance or Reimbursement (FAA Form 5100-61), and any other documents necessary to clarify or support the claim. It also includes the preparation of comments and recommendations on the audit report and notification to AAS-400 that the project has been completed and final payment made, along with a copy of the published report.

STANDARD:

- a. 20 man-hours for each final payment (FAA Form 5100-61) processed on PGP projects that the region is directly administering.
- b. 10 man-hours for each final payment processed which the ADO has reviewed and recommended.

ACTIVITY NO. 12: PAVING AND LIGHTING ENGINEER SPECIALISTS

COVERAGE: This standard recognizes support furnished to Airports District Offices by paving and lighting specialists in regional divisions.

STANDARD: Allow 900 man-hours for a paving specialist and 900 man-hours for a lighting specialist per regional division.

BASIS FOR STANDARD: The standard encompasses the assistance provided by paving and lighting specialists which was not accounted for in any of the other operational activities (e.g., participation by a regional paving engineer in a construction inspection is included in regional workload under ADAP Stage II, as is final inspection work put in by a lighting engineer).

ACTIVITY NO. 13: TECHNICAL ASSISTANCE AND ADVISORY SERVICES

COVERAGE: This activity includes advice and assistance through speeches, personal contacts, and correspondence with prospective or present airport owners, officials, and the general public on airport planning, airport development, design, construction, maintenance, disaster control, and on operational problems that are not directly identifiable to activities so far described, when such requests are directed to the division and it is not appropriate to redirect the inquiry to an Airports District Office. The standard also includes technical supplementation of ADO skills to provide manpower assistance, to improve operating procedures, and to attack problems on which the ADO needs the region's involvement; providing technical support to the division chief, regional director, and others.

Special studies and review of proposed program guidance and directives are included under this category as well as reading of orders and advisory material to maintain technical proficiency.

STANDARD:

- a. Allow 3000 man-hours per region with 300 to 399 National Airport System Plan locations.
- b. Allow 3500 man-hours per region with 400 to 499 Plan locations.
- c. Allow 4000 man-hours per region with 500 to 599 Plan locations.
- d. Allow 4500 man-hours per region with 600 to 699 Plan locations.
- e. Allow 5000 man-hours per region with 700 to 799 Plan locations.
- f. Allow 5500 man-hours per region with 800 and over Plan locations.

BASIS FOR STANDARD: The amount of workload for this activity is directly proportional to the aviation activity within the region. The number of airports in the National Airport System Plan is a valid indicator of activity. In computing this standard, regions should count Plan locations and, from this count, determine the appropriate number of man-hours to allow.

The activity does not include technical advisory services on the part of the region which can be directly related to any of the other operational activities.

ACTIVITY NO. 14: AIRPORT DEVELOPMENT AID PROGRAMMING - REQUEST FOR AID

COVERAGE: This standard applies to activities in the regional Airports Division concerned with the development of an Airport Development Aid project from the pre-request stage through the issuance of letters of

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tentative allocation. It includes providing supplementary regional guidance to ADO's, establishment of a regional program, review of requests for aid (excluding environmental statement review, relocation assistance, public hearing requirements) by all Airports program segments, programming projects within regions' delegation of authority and recommending other projects to AAS-600 for programming, and notification to ADO's to issue letters of tentative allocation.

STANDARD: 31 man-hours for each pre-application for Federal Assistance (FAA Form 5100-30) processed.

BASIS FOR STANDARD: The standard includes time for examination of problem areas discovered in the preliminary review of the project checklist, and consistent application of design and planning standards, but does not allow time for complete detailed review and recomputation of cost estimates, etc. The standard does allow time for cooperation between the regional office and district offices at early stages in the district's formulation of a project.

ACTIVITY NO. 15: ADAP STAGE I

COVERAGE: This standard covers all activity involved in administering the ADAP program in the regional office during ADAP Stage I, i.e., between the issuance of the tentative allocation and the execution of the grant agreement. The standard covers activity involved in getting a project into the construction stage (e.g., any regional involvement in pre-design conferences, pre-construction conferences, review of executed contracts, EEO and Civil Rights responsibilities, deviations from standards, etc.). It includes workload associated with ADAP program changes prior to grant agreement; regional determination of the value of donated land; regional review of the grant offer and legal coordination; and advisory services rendered to the district office, including paving and lighting expertise.

STANDARD: 19 man-hours per grant offer.

ACTIVITY NO. 16: ADAP STAGE II

COVERAGE: This standard covers regional division activity from the time of execution of the grant agreement to physical completion of the project. It includes project monitoring, technical assistance to the ADO (especially by regional paving and lighting engineers), evaluation of inspection reports and project status reports, and action on grant amendments which affect the scope of a project or which change the amount of Federal funds.

STANDARD: 24 man-hours for each active project in Stage II.

BASIS FOR STANDARD: This standard is based on the level of Stage II workload the region anticipates it will maintain during the planned year as projects enter Stage II and other projects leave Stage II. This workload may be determined by estimating the number of ADAP projects in Stage II for each quarter of the fiscal year, adding these numbers together, and then dividing by four. Only count ADAP projects.

ACTIVITY NO. 17: ADAP AND FAAP STAGE III

COVERAGE: This standard covers the regional activity from the physical to the financial completion of a project, including recommending approval of final and semi-final payments on projects and review of payments to determine if costs are necessary and reasonable. It includes review of the request for audit, providing response to audit questions, reading the audit report, reviewing ADO comments on the report and completing Grant Review responsibilities.

STANDARD: 10 man-hours for each final or semi-final payment processed.

WORK UNIT: The source of count is the number of FAA Forms 5100-60 or 5100-61 (but do not count both for the same action) processed for semi-final or final payment on FAAP as well as ADAP.

ACTIVITY NO. 18: FUND CONTROL RECORDS

COVERAGE: This standard covers maintenance of ADAP/FAAP/PGP program control records. This entails the administrative control of funds, priority and reservation of such funds based on FAA Form 1413-1, as well as issuance of and acceptance of grant offers, recovery of obligated funds based on FAA Form 1413-1, unprogrammed discretionary reserve funds, and payments to sponsors. The time required for the preparation of funding reports for the grant program is also included in this allowance.

STANDARD: 1800 annual man-hours per regional office.

ACTIVITY NO. 19: ENVIRONMENTAL ACTIVITIES

COVERAGE: This activity includes providing guidance to the ADO; review of environmental impact statements and negative declarations submitted by the ADO in conjunction with a request for aid, site selection, airport master plan; coordination with other FAA elements at the regional level; printing and distribution of statements for Federal regional review and Washington review; receiving review comments and preparing the final statement and forwarding it to Washington; providing other necessary coordination and response to inquiries, problems, and controversial issues.

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- A. STANDARD: 76 man-hours for each environmental impact statement reviewed and forwarded for final approval.

BASIS FOR STANDARD: The standard encompasses time devoted to advisory services rendered to the ADO; advisory services provided to other FAA elements and other agencies; in-house discussions of environmental issues relating to the development of the airport; supplementing ADO skills in handling highly controversial projects; and maintaining technical proficiency in recent developments in the environmentalist's area of concern.

- B. STANDARD: 2.5 man-hours for each negative declaration reviewed.

ACTIVITY NO. 20: RELOCATION ASSISTANCE

This program is too recent to provide the historical data required to establish a meaningful standard. Further study will be conducted to determine the man-hour requirements for this activity.

ACTIVITY NO. 21: COMPLIANCE ACTIVITY

COVERAGE: This standard encompasses compliance activity, including review of leases; action on requests for release from maintenance obligations; complaints and default actions; and providing guidance to Airports District Offices in the conduct of the compliance program.

STANDARD: 2 man-hours for each Federal agreement airport subject to compliance.

BASIS FOR STANDARD: The amount of time the region spends in acting on complaints during the year has been included in the standard, prorated against the number of airports subject to compliance. Regional action on requests for release from the terms of surplus property deeds, Section 23 and Section 16 deeds are not included in this activity.

ACTIVITY NO. 22: FEDERAL REAL PROPERTY

COVERAGE: This standard covers regional review and approval of Airports District Office recommendations on requests for release from surplus property deeds, Section 23 and Section 16 deeds, and of land acquired under FAAP and ADAP; and regional involvement in transfer of an entire military air base.

STANDARD: 12 man-hours for each request for release processed.

65 man-hours for each entire military air base transferred.

BASIS FOR STANDARD: The transfer of a military air base should be counted as a workload item for each fiscal year that the region projects involvement with the case. This standard does not include time for reviewing and endorsing ADO actions in approving for FAA recommendations to owning or controlling agencies to convey surplus or other Federal real property to public airport sponsors for airport purposes.

ACTIVITY NO. 23: AIRPORT CERTIFICATION AND SAFETY INSPECTION PROGRAMS

COVERAGE: This standard includes certification inspections and associated preparation time, briefings, travel, reports, and necessary follow-up inspections.

STANDARD: 120 man-hours for each airport certificated.

BASIS FOR STANDARD: This standard includes time necessary for the original certification of an airport, but does not allow time for continuing follow-on efforts. NOTE: A study of this activity is planned to determine the time required to perpetuate the certificate as well as reevaluation of the time required to certify an airport.

AIRPORTS PROGRAM STAFFING STANDARDS

APPENDIX 2. AIRPORTS DISTRICT OFFICES

SECTION 1. MANAGERIAL AND CLERICAL ACTIVITIES

MANAGERIAL ACTIVITY NO. 1: PROGRAM MANAGEMENT

COVERAGE: This standard is designed to provide man-hours to support basic program direction and supervision activity which is not readily identifiable with any one operational activity. These activities include, but are not limited to, the following: staff supervision and discipline, advice to the Airports Division Chief, branch chiefs, and section chiefs; review and signature of outgoing correspondence; response to Congressional and headquarters inquiries; attendance at and conduct of staff meetings, conferences, and hearings; and responsibilities of evaluating and allocating personnel and material resources in the conduct of the program.

Administrative responsibilities for basic workload data for budget submissions, personnel actions, training requests, travel planning, equipment purchases, and procurement actions are included in this activity.

STANDARD: Allow 1800 man-hours annually for each district office.

BASIS FOR STANDARD: The principal role of the ADO chief as a program manager is encompassed by this activity. Additionally, a somewhat smaller portion of the working time of an assistant ADO chief and of other supervisory district personnel is covered under this activity. This activity does not include supervisory time that could quantitatively be related to specific operational activities. (For example, the man-hour requirement for a request for aid includes time for ADO chief and other supervisory participation and approval, as do the other activities.)

MANAGERIAL ACTIVITY NO. 2: PROGRAM ANALYSIS AND EVALUATION

COVERAGE: This standard includes a formal evaluation activity; management information reports, management charts, significant activities, highlights; and special analyses, including time spent with Washington staff who are conducting studies.

STANDARD: Allow 450 man-hours per Airports District Office.

BASIS FOR STANDARD: Although the regional divisions will carry the main burden of a regional evaluation program, the district offices will have evaluation responsibilities relative to their own operation and in coordination with regional evaluation team visits. The districts will also maintain fairly uniform continuing management reporting and special management analysis responsibilities.

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CLERICAL ACTIVITY

A standard for clerical activity will be developed as a result of a planned effort to reevaluate the clerical/professional ratio.

TRAINING

The appropriateness of including a standard for training is under evaluation.

SECTION 2 - OPERATIONAL ACTIVITIES

ACTIVITY NO. 1: AIRPORT SITE SELECTION

COVERAGE: This activity includes the rendering of technical review and advisory services, participation in site investigations, evaluation of airspace considerations, site selection endorsement, and the performance of such other related actions (with the exception of environmental impact statements) as are necessary to determine the acceptability of potential airport sites proposed for airport development by public or private sponsors. This does not include site selection done under the Planning Grant Program.

STANDARD: 47 man-hours for each site selection report completed.

BASIS FOR STANDARD: The standard recognizes that each site selection will usually involve evaluating multiple proposed sites, but does not allow time for Airports District Office personnel to conduct site investigations for sponsors.

Environmental impact statements related to airport site selections should be counted with other impact statements under Activity #28 - Environmental Activities. Time required for environmental considerations is not intended to be covered by the 47 man-hours per site selection.

ACTIVITY NO. 2: NATIONAL AIRPORT SYSTEM PLAN FORMULATION

COVERAGE: This activity includes all effort directly relating to the preparation and maintenance of the National Airport System Plan encompassing short-range, intermediate-range, and long-range airfield and terminal area development. The work covers the detailed planning of locations, including development of forecasts; joint planning conferences as required; performance of periodic field visits leading to timely identification of needed development criteria; preparation of National Airport System Plan Worksheets (FAA Forms 5090-2, 5090-3, 5090-4) and supporting documentation, including planning and development data and necessary engineering/construction costs estimates used in the preparation of the Plan; continuous updating of Plan Worksheets as changes occur through planning, development, or other causes; and coordination of Plan inputs with local, state, other levels of Federal Government, and industry.

STANDARD:a. Short range (0 to 5 yrs.) - Airfield and Terminal Area Development.

60 man-hours for National Airport System Plan Worksheets prepared covering detailed development in the 0 to 5 year time period for each of the locations on which a Joint Planning Conference is held.

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16 man-hours for Plan Worksheets prepared for this time period on each of the remaining locations.

b. Intermediate-range (6 to 10 yrs.) - Airfield and Terminal Area Development.

12 man-hours for Plan Worksheets prepared covering detailed development in the 6 to 10 year time period for each of the locations on which a Joint Planning Conference is held.

5 man-hours for Plan Worksheets prepared for this time period on each of the remaining locations.

c. Long range (10 to 20 yrs.).

15 man-hours for each hub (large, medium, small) within the district plus 5 man-hours for each location on which Plan Worksheets are prepared for this time period.

ACTIVITY NO. 3: PLANNING COORDINATION

COVERAGE: This standard encompasses activities which coordinate airport planning with other transportation and community planning. It includes working with sponsors and community planning agencies to assist in planning proper land use around airports; coordinating Department of Housing and Urban Development (HUD) applications for 701 planning, urban renewal projects, and open space as they relate to the environment in the vicinity of the airport; working with Federal Highway Administration (FHWA) to implement improved highway access to airports and participate in urban transportation studies; other planning coordination with the military, state, and local authorities.

STANDARD:

- a. Allow 80 man-hours for each large hub in the district.
- b. Allow 40 man-hours for each medium hub in the district.
- c. Allow 20 man-hours for each small hub in the district.
- d. Allow 8 man-hours for each non-hub in the district.
- e. Allow 1 man-hour for other National Airport System Plan locations in the district.

BASIS FOR STANDARD: There are a number of planning coordination activities carried out by the district which impose a certain workload from year to year and are not efficiently accounted for by measuring each one separately, but may be appropriately correlated to hub size and number of locations in the National Airport System Plan.

ACTIVITY NO. 4: AIRCRAFT NOISE STUDIES

COVERAGE: This activity includes complete noise studies with contour maps prepared for Federal Housing Administration (FHA), Veterans Administration (VA), or authorized official planning bodies. It includes composite noise ratings prepared for FHA, VA, or authorized official planning bodies for a specific site proposed for housing, urban renewal, or other applicable development.

STANDARD:

- a. 98 man-hours for preparation of a full noise contour study.
- b. 10 man-hours for a composite noise rating for a specific location.

BASIS FOR STANDARD: The 10 man-hours for preparation of a noise rating for a specific location is an average time for performing this function, considering that some noise ratings will be requested on airports for which a complete noise study has been done and will involve less work than 10 man-hours. Other noise ratings will be requested on airports for which no complete study exists and will require more effort on the part of the district office to respond.

Standard does not include evaluation of noise studies submitted as part of a Planning Grant Program project.

ACTIVITY NO. 5: AIRPORT/HIGHWAY CLEARANCE COORDINATIONS

COVERAGE: This activity includes coordination of airport/highway clearances with Federal Highway Administration (FHWA) to insure that these clearances are adequate for the safe movement of air and highway traffic.

STANDARD: 3.5 man-hours for each clearance coordinated with FHWA.

ACTIVITY NO. 6: AIRPORT LAYOUT PLANS

COVERAGE: This activity includes assisting airport owners in the preparation of airport layout plans; reviewing the plans for conformance with design criteria and consistency with aeronautical demand and socio-economic justification; designation of an instrument runway; participating in related public hearings, etc.

STANDARD: 40 man-hours for each airport layout plan approved.

BASIS FOR STANDARD: The standard recognizes that many airport layout plans will be reviewed several times before approval is granted. It does not include ALPs reviewed in conjunction with an Airport Master Planning Grant.

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ACTIVITY NO. 7: AIRPORT DATA COLLECTION

COVERAGE: This activity includes all effort directly relating to the collection, processing, and distribution of airport data. The work includes (a) annual physical inspection of all National Airport System Plan airports, other airports with Federal agreements, all non-National Airport System Plan airports open to the public and providing services to the public; (b) initial mail solicitation of data to new and newly reported airports; (c) preparation and updating of FAA Form 5010-1; and (d) the maintenance of all files and records associated with the Airport Data Program.

STANDARD: 7 man-hours for each FAA Airport Master Record (FAA Form 5010-1) processed and 1.5 man-hours for each new or newly reported FAA Landing Facilities Information Request on Airports-Heliports - Seaplane Bases (FAA Form 5010-2) received and forwarded.

ACTIVITY NO. 8: AIRSPACE REVIEWS

COVERAGE:

- a. Obstruction and Hazard Cases. This activity includes the review and evaluation of submitted notices or circularized cases, only on those cases where there appears to be an airport interest, to determine the extent of possible violations of the airport imaginary surfaces and the possible adverse effect on existing and planned facilities; and development of recommendations to the Air Traffic Branch with regard to a hazard determination consistent with criteria expressed in FAR Part 77. This work includes plotting the indicated location on a quadrangle map or aeronautical chart, physical inspection of the site when facts are not available, examination of plans and facility records, and coordination discussions with other program elements.
- b. Airport Development Cases. This activity includes the review and evaluation of notices of airport development or significant change of activity as reported on FAA Form 7480-1. This may include a check of site location, identification and evaluation of existing and adjacent facilities, coordination with other program elements, and advisory assistance to the airport owner.

STANDARD:

- a. Obstruction and Hazard Cases. 1.5 man-hours for each FAA Form 7460-1 processed.
- b. Airport Development Cases. 7 man-hours for each FAA Form 7480-1 processed.

ACTIVITY NO. 9: PLANNING GRANT APPLICATION - AIRPORT SYSTEM PLAN

COVERAGE: FOR THOSE AIRPORT SYSTEM PLANS WHICH THE ADO, RATHER THAN THE REGION, IS HANDLING: This activity includes encouragement to potential sponsors to undertake system planning through the Airport Planning Grant Program; rendering advisory services to sponsors on the purpose and procedures of the Planning Grant Program; assisting sponsors in planning of the study and preparation of the project application, including holding preapplication conferences; review of the Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) and forwarding it to the region; preparing and issuing the grant offer, reviewing the grant agreement and preparing subsequent notifications; approval of all contracts and force account work; approval of minor project changes within limits of the grant agreement in writing and approving an amendment to the grant agreement for changes in the scope of work or reduction of costs.

STANDARD:

- a. 99 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$100,000.
- b. 134 man-hours for each application processed in which the Federal share is \$100,000 through \$300,000.
- c. 282 man-hours for each application processed in which the Federal share exceeds \$300,000.

BASIS FOR STANDARD: The standard is composed of lower man-hour values per ASP application than the counterpart standard for the region, although the work is basically the same. The reason for this difference is that the ADO will receive supplementation of its manpower from the region in the formulation and administration of an Airport System Plan.

ACTIVITY NO. 10: PGP ADMINISTRATION - AIRPORT SYSTEM PLAN

COVERAGE: FOR THOSE AIRPORT SYSTEM PLANS WHICH THE ADO, RATHER THAN THE REGION IS ADMINISTERING: This activity includes all project monitoring involved in an Airport System Planning Grant in Stage 6, from the time of grant agreement up to review of the final plan. This will involve advice and assistance to the consultant; interim reviews of work products of the study; and meetings with the sponsor and consultant. The activity includes time spent on Planning Grant Summary of Quarterly Reports (FAA Form 5900-9) and Planning Grant Program Quarterly Status Report (FAA Form 5900-10).

STANDARD:

- a. 120 man-hours for each Airport System Plan (ASP) underway in which the Federal share is less than \$100,000.

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- b. 200 man-hours for each ASP underway in which the Federal share is \$100,000 through \$300,000.
- c. 320 man-hours for each ASP underway in which the Federal share exceeds \$300,000.

WORK UNIT: The source of count is the number of Airport System Plans underway (i.e., in Stage 6) that the ADO anticipates during the planned year.

ACTIVITY NO. 11: PGP FINAL REPORT REVIEW - AIRPORT SYSTEM PLAN

COVERAGE: FOR THOSE AIRPORT SYSTEM PLANS WHICH THE ADO, RATHER THAN THE REGION, IS ADMINISTERING: This activity covers actions concerned with the review and approval of an Airport System Plan final report; including reviews of preliminary or draft final reports, meetings with the sponsor and consultant, and other necessary coordination involved in completion of the project.

STANDARD:

- a. 60 man-hours for each Airport System Plan (ASP) study completed in which the Federal share is less than \$100,000.
- b. 80 man-hours for each ASP study completed in which the Federal share is \$100,000 through \$300,000.
- c. 120 man-hours for each ASP study completed in which the Federal share exceeds \$300,000.

WORK UNIT: The source of count is the number of Airport System Plan final reports reviewed and forwarded.

ACTIVITY NO. 12: PLANNING GRANT APPLICATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes: Encouragement to potential sponsors to undertake master planning through the Airport Planning Grant Program; rendering advisory services to sponsors on the purpose and procedures of the Planning Grant Program; assisting sponsors in planning of the study and preparation of the project application, including holding preapplication conferences; review of the Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) and forwarding it to the region; preparing and issuing the grant offer; reviewing the grant agreement and preparing subsequent notifications; approval of all contracts and force account work; approval of minor project changes within limits of the grant agreement in writing and approving an amendment to the grant agreement for changes in the scope of work or reduction of costs.

STANDARD:

- a. 63 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$25,000.
- b. 108 man-hours for each application processed in which the Federal share is \$25,000 through \$100,000.
- c. 169 man-hours for each application processed in which the Federal share exceeds \$100,000.

ACTIVITY NO. 13: PGP ADMINISTRATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes all project monitoring involved in an Airport Master Planning Grant in Stage 6, from the time of grant agreement up to review of the final plan. This will involve advice and assistance to the consultant; reviews of interim study products; and meetings with the sponsor and consultant. The activity includes time spent on Planning Grant Summary of Quarterly Reports (FAA Form 5900-9) and Planning Grant Program Quarterly Status Report (FAA Form 5900-10).

STANDARD:

- a. 49 man-hours for each Airport Master Plan (AMP) underway in which the Federal share is less than \$25,000.
- b. 92 man-hours for each AMP underway in which the Federal share is \$25,000 through \$100,000.
- c. 133 man-hours for each AMP underway in which the Federal share exceeds \$100,000

WORK UNIT: The source of count is the number of Airport Master Plans underway (i.e., in Stage 6) that the ADO anticipates during the planned year.

ACTIVITY NO. 14: PGP FINAL REPORT REVIEW - AIRPORT MASTER PLAN

COVERAGE: This activity covers actions concerned with the review and approval of an Airport Master Plan final report, including reviews of preliminary or draft final reports, meetings with the sponsor and consultant, and other necessary coordination involved in completion of the project.

STANDARD:

- a. 46 man-hours for each Airport Master Plan (AMP) study completed in which the Federal share is less than \$25,000.

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- b. 64 man-hours for each AMP study completed in which the Federal share is \$25,000 through \$100,000.
- c. 100 man-hours for each AMP study completed in which the Federal share exceeds \$100,000.

WORK UNIT: The source of count is the number of final reports reviewed and approved.

ACTIVITY NO. 15: PGP PARTIAL PAYMENT AUTHORIZATION

COVERAGE: This activity includes all activity directly pertaining to the review of requests for and the approval of all partial grant payments on PGP projects and submission of the Request for Advance or Reimbursement (FAA Form 5100-61) with supporting documentation to the Accounting Division for payment.

STANDARD: 2.5 man-hours for each Request for Advance or Reimbursement (FAA Form 5100-61) submitted.

ACTIVITY NO. 16: PGP FINAL PAYMENTS

COVERAGE: This activity includes actions pertaining to ADO approval of semi-final and final payments on PGP projects. This work includes submission of the sponsor's final report to the Airports Division together with originals of the Request for Advance or Reimbursement (FAA Form 5100-61) and any other documents necessary to clarify or support the claim. It also includes the preparation of comments and recommendations on the audit report.

STANDARD: 12 man-hours for each final payment (FAA Form 5100-61) processed.

ACTIVITY NO. 17: PLANS AND SPECIFICATIONS

COVERAGE: This activity includes the review leading to recommendation for approval or disapproval of plans and specifications, approval of force account construction, and review of as-advertised plans and specifications for ADAP projects.

STANDARD: 72 man-hours for each complete set of plans and specifications approved.

WORK UNIT: ADOs should count one complete set of plans and specs per project, rather than per contract, in cases in which separate small contracts are let to meet state requirements. In these cases, the sum of plans and specs workload for the entire project will approximate 72 man-hours, and not the approval of each of the smaller plans and specs units.

ACTIVITY NO. 18: ADAP/FAAP PERIODIC INSPECTIONS

COVERAGE: This activity includes conduct of inspections to determine acceptability of construction (entailing inspection of contractor operations), use of equipment, and construction control to determine if operations will result in construction conforming to the job plans and specifications. Associated work includes reporting on progress, procedures, and acceptability of construction activities on periodic FAAP/ADAP Construction Inspection Report, FAA Form 5100-16, and review of test reporting.

STANDARD: 15 man-hours for each periodic construction inspection completed.

WORK UNIT: Count inspections conducted on FAAP, as well as ADAP, projects.

ACTIVITY NO. 19: AS-BUILT PLANS

COVERAGE: This activity includes review of as-built drawings to determine whether the plans reflect the construction as performed and the facilities installed. This work primarily involves a check that all previously determined job changes have been shown.

STANDARD: 4 man-hours for each set of as-built plans approved.

ACTIVITY NO. 20: ADAP/FAAP FINAL INSPECTIONS

COVERAGE: This activity includes final inspections of job sites to determine if construction conforms to the job plans and specifications and preparation of the Final Inspection Report and follow-up actions required on any exceptions noted at the time of the final inspection.

STANDARD: 17 man-hours for each final inspection completed.

WORK UNIT: Count final inspections on FAAP, as well as ADAP, projects.

ACTIVITY NO. 21: PAVEMENT EVALUATIONCOVERAGE:

- a. On-Site. This activity covers new pavement evaluations which involve on-site inspections to determine runway strength capabilities; performance of a comprehensive files search of available data; review of any testing performed, computation of strength for each pavement section, and recording this information in a pavement survey file. Does not include pavement inspections done as an integral part of the Airport Data Collection Program.

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- b. In-Office. This activity includes pavement evaluations conducted from records in the district office; updating surveys, including review of data on-hand in the pavement survey files, mainly to consider the effect of new construction data added since the last pavement survey, and adding to the file data on new construction as it occurs.

STANDARD:

- a. On-Site. 18 man-hours for each physical pavement inspection.
- b. In-Office. 8 man-hours for each in-office pavement evaluation.

ACTIVITY NO. 22: TECHNICAL ASSISTANCE AND ADVISORY SERVICES

COVERAGE: This activity includes advice and assistance through speeches, personal contacts, and correspondence with prospective or present airport owners, officials, and the general public on airport planning, airport development, design, construction, maintenance, disaster control, and on operational problems that are not directly identifiable to activities so far described. The standard also includes time spent on technical services rendered to the region, to airport sponsors, to the public which are additional workloads to regular operational activities.

Special studies and review of proposed program guidance and directives are included under this category as well as reading of orders and advisory material to maintain technical proficiency.

STANDARD:

- a. Allow 1200 man-hours per district office with fewer than 100 National Airport System Plan locations.
- b. Allow 2000 man-hours per district office with 100 to 149 Plan locations.
- c. Allow 2800 man-hours per district office with 150 to 199 Plan locations.
- d. Allow 3500 man-hours per district office with 200 to 249 Plan locations.
- e. Allow 4500 man-hours per district office with 250 to 299 Plan locations.
- f. Allow 5000 man-hours per district office with 300 and over Plan locations.

ACTIVITY NO. 23: REQUESTS FOR AID

COVERAGE: This activity includes advising the region on annual program levels, advising potential sponsors on matters of eligibility and on procedures for requesting Federal aid, establishing priority levels for individual items of development, recommending allocations for items considered appropriate for inclusion in the Airport Development Aid Program, preparing letters of notification to applicants in cases where requests for aid do not meet eligibility criteria, forwarding eligible requests to region with appropriate recommendation for action, and issuing letters of tentative allocation or denial. It does not include time spent on environmental statements, relocation assistance, or public hearings.

STANDARD: 65 man-hours for each Pre-application for Federal Assistance (FAA Form 5100-30) processed.

BASIS FOR STANDARD: The standard includes time spent in discussing the Airport Development Aid Program with potential sponsors and with state aviation officials to encourage needed development. It includes work put in on the request by all Airports program segments.

ACTIVITY NO. 24: PROJECT APPLICATIONS

COVERAGE: This activity primarily encompasses workload related to ADAP Stage I, except for those items specifically covered elsewhere (i.e., relocation assistance, plans and specs, etc.). It includes rendering assistance to sponsors in setting up a schedule and in preparation of project applications; evaluating project applications and supporting documentation required for project approval; review of engineering contracts; attendance, as necessary, at pre-bid conferences, bid openings, pre-award, and pre-construction conferences (but not 100% attendance of all conferences); review of abstracts of bids and concurrence in award; review of executed contracts; orienting sponsors and contractors to their obligations regarding positive action required for the full and effective implementation of the provisions of the Civil Rights Act of 1964; review and evaluation of sponsor's evidence required by Title 6 of the Act and Part 15 of the Federal Aviation Regulation; preparing and approving ADAP program changes within prescribed limitations; preparation, legal coordination, and issuance of the grant offer and review of the grant agreement.

Also included under this activity are some actions which take place during ADAP Stage II, but for purposes of workload accountability are more readily related to the number of project applications processed. These actions are approval of land title evidence and reasonableness of land costs; clearance of special conditions other than land; review and approval of change orders and supplemental agreements.

STANDARD: 140 man-hours for each Application for Federal Assistance (Construction Programs) (FAA Form 5100-100) processed.

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WORK UNIT: The Application for Federal Assistance (Construction Programs) was chosen because it is a reliable index to a large portion of ADAP activity which occurs following tentative allocation.

BASIS FOR STANDARD: The standard includes an increment of time to allow for additional coordination on projects involving Economic Development Administration funds and Appalachian Regional Commission funds.

The standard allows generally for only one person to attend above listed conferences.

ACTIVITY NO. 25: ADAP STAGE II

COVERAGE: This activity includes preparation of Project Status Reports and the Quarterly Summary of ADAP/FAAP Projects; monitoring projects during ADAP Stage II and rendering advice and technical assistance on projects; and prior to financial completion, determining the need for and processing amendments to grant agreements which affect the scope of a project or which change the amount of Federal funds.

STANDARD: 32 man-hours for each active ADAP project in Stage II.

WORK UNIT: The source of count is the average number of active Stage II projects the ADO anticipates it will maintain throughout the planned year, as projects enter Stage II and other projects leave Stage II. This number may be determined by estimating the number of ADAP projects in Stage II for each quarter of the fiscal year, adding these numbers together, and dividing by four. Only count ADAP projects.

ACTIVITY NO. 26: ADAP AND FAAP PARTIAL PAYMENT AUTHORIZATION

COVERAGE: This activity includes all activity directly pertaining to the review of requests for and the approval of partial grant payments on ADAP and FAAP projects and submission of an Outlay Report and Request for Reimbursement for Construction Programs (FAA Form 5100-60) or Request for Advance or Reimbursement (FAA Form 5100-61) with supporting documentation to the accounting division for payment.

STANDARD: 2.5 man-hours for each Outlay Report and Request for Reimbursement for Construction Programs (FAA Form 5100-60) or Request for Advance or Reimbursement (FAA Form 5100-61) submitted, but do not count both for the same action.

ACTIVITY NO. 27: ADAP/FAAP SEMI-FINAL AND FINAL PAYMENTS

COVERAGE: This activity includes actions pertaining to Airports District Office recommendation for approval of semi-final and final payments on ADAP and FAAP projects. This work includes submission of reports to the

Airports Division together with the Outlay Report and Request for Reimbursement for Construction Programs or Request for Advance or Reimbursement and any other documents necessary to clarify or support the claim. It also includes the preparation of comments and recommendations on the audit report.

STANDARD: 21 man-hours for each semi-final and final payment (FAA Form 5100-60 or 5100-61, but do not count both for the same action) processed.

ACTIVITY NO. 28: ENVIRONMENTAL ACTIVITIES

COVERAGE: This activity includes advice and assistance to sponsors; ADO evaluation of environmental impact statements submitted with a request for aid, or site selection, or an airport master plan study, including review of proper coordination procedures on the part of the sponsor; review of negative declarations; coordination with the sponsor and with other FAA elements at the district level; and preparation of FAA draft statement.

STANDARD:

- a. 83 man-hours for each environmental impact statement reviewed and forwarded.

BASIS FOR STANDARD: The standard recognizes that each environmental impact statement involves a significant amount of workload related to advisory services rendered to sponsors, to in-house discussion of the environmental impact involved in the project, and to coordination with other parties concerned with environmental protection. Additionally, there is an amount of time devoted by the environmentalist at the district level to maintaining technical proficiency in the state-of-the-art. The standard allows time for these necessary activities.

The ADO should avoid "double counting" statements processed. If an environmental impact statement for a location has been reviewed and accepted in conjunction with an airport master planning study and if it is not necessary to work through the environmental considerations again when a request for aid for the location is received, the statement should be counted as a workload item only once, at the time of master plan approval, and not twice (with AMP and with request for aid). However, substantial reworking of the statement at request for aid time warrants counting as an additional review.

- b. 5 man-hours for each negative declaration reviewed.

ACTIVITY NO. 29: COMPLIANCE

COVERAGE: This activity includes making an annual finding or determination of the compliance status of the airport owner; a physical inspection, as necessary, of airport-owned facilities and equipment subject to Government

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agreements; review of leases and all other actions taken to ascertain that airport owners are complying with terms of agreements, including Title 6 of the Civil Rights Act of 1964; advisory services provided to airport owners to assist in complying with agreements; investigation of complaints; issuance of notices citing discrepancies to be corrected; participation in determination of default, and recommendation or application of appropriate sanctions. It also includes the evaluation and processing of airport owner requests to be relieved of maintenance obligations.

STANDARD: 14 man-hours for each Federal agreement airport subject to compliance.

BASIS FOR STANDARD: Requests for release from maintenance obligations were combined with compliance determinations and the unit time value of the compliance determination was increased to provide the man-hours expended on these requests for release. The standard does not include processing of requests for release from the terms of surplus property deeds, Section 23 and Section 16 deeds, or land acquired under FAAP and ADAP.

ACTIVITY NO. 30: AIRPORT ZONING ORDINANCE REVIEW

COVERAGE: This activity includes assistance provided to the airport sponsor in preparation of an airport zoning ordinance, text and map (Exhibit A) to insure accuracy of maps, and the inclusion of appropriate standard zoning clauses leading to local approval.

STANDARD: 11 man-hours for each airport zoning ordinance processed.

ACTIVITY NO. 31: FEDERAL REAL PROPERTY

COVERAGE: This standard covers preparing recommendations to owning agency on conveyance of land under Section 23 of the Airport and Airway Development Act, Section 16 of the Federal Airport Act, and recommendations to GSA on conveyance of real property under Public Law 289, including specifying the deletion or addition of covenants and conditions to be included in the GSA deed. This work includes performance of the necessary field or site investigation, the review and evaluation of the land use plans identifying aeronautical and income producing property, as well as the preparation of the necessary reports. It includes action on requests for release from surplus property deeds, Section 23 and Section 16 deeds, and of land acquired under FAAP and ADAP. It does not include subsequent action to insure compliance with the terms of the transfer agreement.

STANDARD:

- a. 51 man-hours for each transfer of real property, except;
- b. entire surplus military air bases for which the standard is 160 man-hours.
- c. 34 man-hours for each request for release processed.

BASIS FOR STANDARD: The transfer of a military air base should be counted as a workload item for each fiscal year that the ADO projects involvement with the case.

ACTIVITY NO. 32: FEDERAL SURPLUS PERSONAL PROPERTY

COVERAGE: This activity includes informing airport owners of the availability of excess Federally owned equipment and materials suitable for airport use; providing assistance in locating and claiming property to which they may be entitled under existing legislation; processing the application; and the initial actions in entering completed transactions in the appropriate inventory records. It does not include subsequent actions directed toward the enforcement of the transfer obligations.

STANDARD: 1.5 man-hours for each Standard Form 123 processed.

AIRPORTS PROGRAM STAFFING STANDARDS

APPENDIX 3. REGIONAL AIRPORTS DIVISIONS
WITHOUT AIRPORTS DISTRICT OFFICES

SECTION 1. MANAGERIAL AND CLERICAL ACTIVITIES

MANAGERIAL ACTIVITY NO. 1: PROGRAM MANAGEMENT

COVERAGE: This standard is designed to provide man-hours to support basic program direction and supervision activity which is not readily identifiable with any one operational activity. The activities include, but are not limited to, the following: staff supervision and discipline; advice to the regional director, other division chiefs, and branch chiefs; review and signature of outgoing correspondence; response to Congressional and headquarters inquiries; attendance at and conduct of staff meetings, conferences, and hearings; and responsibilities of evaluating and allocating personnel and material resources in the conduct of the program.

Administrative responsibilities for personnel actions, training requests, travel planning, equipment purchases, and procurement actions are included in this activity.

STANDARD: Allow 4200 man-hours annually.

BASIS FOR STANDARD: The standard recognizes that the principal role of the division chief is encompassed by this activity. Additionally, a somewhat smaller portion of the working time of an assistant division chief, administrative officer, and of the branch chiefs is covered under this activity. This activity does not include supervisory time that could quantitatively be related to specific operational activities. (For example, the man-hour requirement for a request for aid includes time for branch chief and division chief participation and approval, as do the other activities.)

The standard recognizes that a region without district offices will have a slightly higher workload requirement in the area of program management to fulfill the management duties involved in a district-oriented operation, as well as a region operation.

MANAGERIAL ACTIVITY NO. 2: PROGRAM ANALYSIS AND EVALUATION

COVERAGE: This standard covers a formal program evaluation activity conducted in the regional office. It also includes time spent on management information activities, management charts, significant activity reports, highlights, and other miscellaneous reports; and special analyses, including time spent with Washington staff who are conducting studies.

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STANDARD: Allow 700 man-hours annually.

BASIS FOR STANDARD: These regions will not have an Airports District Office evaluation program to maintain. Therefore, the standard is lower than for regions with ADOs. Regions without ADOs need a strong self-evaluation program to continually evaluate and streamline their combined region/ADO operation.

MANAGERIAL ACTIVITY NO. 3: BUDGET

COVERAGE: This standard provides for manpower for formulating proposed budgets and work on the five-year plan, preparation of the related justification and the reprogramming or replanning necessary to translate an approved budget into firm work plans. It includes travel funds, quarterly reviews, related conferences, coordination with other elements and any necessary reprogramming during the year.

STANDARD: Allow 500 man-hours annually.

BASIS FOR STANDARD: The standard was established at the median value for all regional divisions without district offices. Manpower for basic preparation and administration of budgets does not significantly vary with operational workload. It is concerned with projections of workload, the categories of which do not vary by region, and the concomitant application of a common staffing standard.

This standard is slightly lower than that for a region which must coordinate several ADO budget submissions.

CLERICAL ACTIVITY

A standard for clerical activity will be developed as a result of a planned effort to reevaluate the clerical/professional ratio.

TRAINING

The appropriateness of including a standard for training is under evaluation.

SECTION 2 - OPERATIONAL ACTIVITIES

ACTIVITY NO. 1: AIRPORT SITE SELECTION

COVERAGE: This activity includes the rendering of technical review and advisory services, participation in site investigations, evaluation of airspace considerations, site selection endorsement, and the performance of such other related actions (with the exception of environmental impact statements) as are necessary to determine the acceptability of potential airport sites proposed for airport development by public or private sponsors. This does not include site selection done under the Planning Grant Program.

STANDARD: 47 man-hours for each site selection report completed.

BASIS FOR STANDARD: The standard recognizes that each site selection will usually involve evaluating multiple proposed sites, but does not allow time for regional personnel to conduct site investigations for sponsors.

Environmental impact statements related to airport site selections should be counted with other impact statements under Activity No. 30 - Environmental Activities. Time required for environmental considerations is not intended to be covered by the 47 man-hours per site selection.

The Division has the same standard as for an Airports District Office since this is an ADO function and not reflected in the larger regional offices' standards.

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ACTIVITY NO. 2: NATIONAL AIRPORT SYSTEM PLAN FORMULATION

COVERAGE: This activity includes all effort directly relating to the preparation and maintenance of the National Airport System Plan encompassing short-range, intermediate-range, and long-range airfield and terminal area development. The work covers the detailed planning of locations, including development of forecasts; joint planning conferences as required; performance of periodic field visits leading to timely identification of needed development criteria; preparation of National Airport System Plan Worksheets (FAA Forms 5090-2, 5090-3, 5090-4) and supporting documentation, including planning and development data and necessary engineering/construction costs estimates used in the preparation of the Plan; continuous updating of Plan Worksheets as changes occur through planning, development, or other causes; and coordination of Plan inputs with local, state, other levels of Federal Government, and industry; and forwarding approved worksheets to Washington for processing and computer input to the Plan.

STANDARD:

a. Short-range (0-5 years) - Airfield and Terminal Area Development.

65 man-hours for National Airport System Plan Worksheets prepared covering detailed development in the 0 to 5 year time period for each of the locations on which a Joint Planning Conference is held.

18 man-hours for Plan Worksheets prepared for this time period on each of the remaining locations.

b. Intermediate-range (6-10 years) - Airfield and Terminal Area Development.

13 man-hours for Plan Worksheets prepared covering detailed development in the 6 to 10 year time period for each of the locations on which a Joint Planning Conference is held.

5 man-hours for Plan Worksheets prepared for this time period on each of the remaining locations.

c. Long-range (10-20 years).

15 man-hours for each hub (large, medium, small) within the region plus 6 man-hours for each location on which Plan Worksheets are prepared for this time period.

BASIS FOR STANDARD: The standard is greater than the ADO standard to cover regional responsibilities of coordination and approval of the National Airport System Plan. This additional time related to National Airport System Plan regional responsibilities shows up primarily in the 0 to 5 year standard workload times. Once the airport location is in the Plan, additional development detail has little regional overhead time added to its preparation.

ACTIVITY NO. 3: PLANNING COORDINATION

COVERAGE: This standard encompasses activities which coordinate airport planning with other transportation and community planning. It includes working with sponsors and community planning agencies to assist in planning proper land use around airports; coordinating Department of Housing and Urban Development (HUD) applications for 701 planning, urban renewal projects, and open space as they relate to the environment in the vicinity of the airport; working with Federal Highway Administration (FHWA) to implement improved highway access to airports and participate in urban transportation studies; other planning coordination with the military, state, and local authorities. This also includes coordination activities necessary for intermodal planning.

STANDARD:

- a. Allow 200 man-hours for each large hub in the region.
- b. Allow 100 man-hours for each medium hub in the region.
- c. Allow 20 man-hours for each small hub in the region.
- d. Allow 8 man-hours for each non-hub in the region.
- e. Allow 1 man-hour for other National Airport System Plan locations in the region.

BASIS FOR STANDARD: The standard for large, medium, and small hubs is the same as for regions with ADOs. The standard for non-hubs and other National Airport System Plan locations (not included in the other regions' allotment) is the same as the ADO standard and recognizes that regions without ADOs must cover this workload.

ACTIVITY NO. 4: AIRCRAFT NOISE STUDIES

COVERAGE: This activity includes complete noise studies with contour maps prepared for Federal Housing Administration (FHA), Veterans Administration (VA), or authorized official planning bodies. It includes composite noise ratings prepared for FHA, VA, or authorized official planning bodies for a specific site proposed for housing, urban renewal, or other applicable development.

STANDARD:

- a. 98 man-hours for preparation of a full noise contour study.
- b. 10 man-hours for a composite noise rating for a specific location.

BASIS FOR STANDARD: The 10 man-hours for preparation of a noise rating for a specific location is an average time for performing this function, considering that some noise ratings will be requested on airports for which a complete noise study has been done and will involve less work than 10 man-hours. Other noise ratings will be requested on airports for which no complete study exists and will require more effort on the part of the regional office to respond.

Standard does not include evaluation of noise studies submitted as part of a Planning Grant Program project.

The standard is the same as for Airports District Offices.

ACTIVITY NO. 5: AIRPORT/HIGHWAY CLEARANCE COORDINATIONS

COVERAGE: This activity includes coordination of airport/highway clearances with Federal Highway Administration (FHWA) to insure that these clearances are adequate for the safe movement of air and highway traffic.

STANDARD: 3.5 man-hours for each clearance coordinated with FHWA.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 6: AIRPORT LAYOUT PLANS

COVERAGE: This activity includes assisting airport owners in the preparation of airport layout plans; reviewing the plans for conformance with design criteria and consistency with aeronautical demand and socio-economic justification; designation of an instrument runway; participating in related public hearings, etc.

STANDARD: 40 man-hours for each airport layout plan approved.

BASIS FOR STANDARD: The standard recognizes that many airport layout plans will be reviewed several times before approval is granted. It does not include ALPs reviewed in conjunction with an Airport Master Planning Grant.

The standard is the same as for Airports District Offices.

ACTIVITY NO. 7: AIRPORT DATA COLLECTION PROGRAM

COVERAGE: This activity includes all effort directly relating to the collection, processing, and distribution of airport data. The work includes (a) annual physical inspection of all National Airport System Plan airports, other airports with Federal agreements, all non-National Airport System Plan airports open to the public and providing services to the public; (b) initial mail solicitation of data to new and newly reported airports; (c) preparation and updating of FAA Form 5010-1; (d) the maintenance of all files and records associated with the Airport Data Program; and (e) the arrangements for reproduction and distribution of the forms.

STANDARD: 7.5 man-hours for each FAA Airport Master Record (FAA Form 5010-1) processed and 2 man-hours for each new or newly reported FAA Landing Facilities Information Request on Airports-Heliports-Seaplane Bases (FAA Form 5010-2) received and forwarded.

BASIS FOR STANDARD: The standard combines the ADO and regional office standards.

ACTIVITY NO. 8: AIRSPACE REVIEWS

COVERAGE:

- a. Obstruction and Hazard Cases. This activity includes the review and evaluation of submitted notices or circularized cases, only on those cases where there appears to be an airport interest, to determine the extent of possible violations of the airport imaginary surfaces and the possible adverse effect on existing and planned facilities; and development of recommendations to the Air Traffic Branch with regard to a hazard determination consistent with criteria expressed in FAR Part 77. This work includes plotting the indicated location on a quadrangle map or aeronautical chart, physical inspection of the site when facts are not available, examination of plans and facility records, and coordination discussions with other program elements.
- b. Airport Development Cases. This activity includes the review and evaluation of notices of airport development or significant change of activity as reported on FAA Form 7480-1. This may include a check of site location, identification and evaluation of existing and adjacent facilities, coordination with other program elements, and advisory assistance to the airport owner.

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STANDARD:

- a. Obstruction and Hazard Cases. 1.5 man-hours for each FAA Form 7460-1 processed.
- b. Airport Development Cases. 7 man-hours for each FAA Form 7480-1 processed.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 9: PLANNING GRANT APPLICATION - AIRPORT SYSTEM PLAN

COVERAGE: This activity includes encouragement to potential sponsors to undertake system planning through the Airport Planning Grant Program; rendering advisory services to sponsors on the purpose and procedures of the Planning Grant Program; assisting sponsors in planning of the study and preparation of the project application, including holding preapplication conferences; review of the Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) and forwarding it to Washington for approval; preparing and issuing the grant offer, reviewing the grant agreement, and preparing subsequent notifications; approval of all contracts and force account work; approval of minor project changes within limits of the grant agreement in writing and approving an amendment to the grant agreement for changes in the scope of work or reduction of costs.

STANDARD:

- a. 137 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$100,000.
- b. 207 man-hours for each application processed in which the Federal share is \$100,000 through \$300,000.
- c. 377 man-hours for each application processed in which the Federal share exceeds \$300,000.

BASIS FOR STANDARD: There is a direct correlation between the dollar amount of the planning grant and the complexity of the planning study. Likewise, there is a direct relationship between the complexity of the proposed study and the workload experienced by Airports personnel. The Airport System Plan, even the least complex one, is a highly sophisticated study. There are many man-hours of conferences with sponsors and consultants leading to the development of a proposed study and many more hours required in the review and approval of an application for Federal aid.

The standard is the same as for other regions in cases where the region, rather than the ADO, is administering the Airport System Planning Grant.

ACTIVITY NO. 10: PGP ADMINISTRATION - AIRPORT SYSTEM PLAN

COVERAGE: This activity includes all project monitoring involved in an Airport System Planning Grant in Stage 6, from the time of grant agreement up to review of the final plan. This will involve advice and assistance to the consultant; interim reviews of work products of the study; and meetings with the sponsor and consultant. This activity includes time spent on Planning Grant Summary of Quarterly Reports (FAA Form 5900-9) and Planning Grant Program Quarterly Status Report (FAA Form 5900-10).

STANDARD:

- a. 156 man-hours for each Airport System Plan (ASP) underway in which the Federal share is less than \$100,000.
- b. 260 man-hours for each ASP underway in which the Federal share is \$100,000 through \$300,000.
- c. 420 man-hours for each ASP underway in which the Federal share exceeds \$300,000.

WORK UNIT: The source of count is the number of Airport System Plans underway (i.e., in Stage 6) that the region anticipates during the planned year.

BASIS FOR STANDARD: The amount of work involved in administering an Airport System Plan is directly proportional to the complexity of the study, measured by the dollar amount of the grant.

The standard is the same as for other regions directly administering an Airport System Planning Grant, rather than delegating it to the ADO.

ACTIVITY NO. 11: PGP FINAL REPORT REVIEW - AIRPORT SYSTEM PLAN

COVERAGE: This activity covers regional workload in review and approval of Airport System Plan final study reports, including reviews of preliminary or draft final reports, meetings with the sponsor and consultant, and other necessary coordination involved in completion of the project.

STANDARD:

- a. 70 man-hours for each Airport System Plan (ASP) study completed in which the Federal share is less than \$100,000.
- b. 108 man-hours for each ASP study completed in which the Federal share is \$100,000 through \$300,000.
- c. 160 man-hours for each ASP study completed in which the Federal share exceeds \$300,000.

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WORK UNIT: The source of count is the number of Airport System Plan final reports reviewed and approved.

BASIS FOR STANDARD: The standard is the same as for other regions directly administering an Airport System Planning Grant.

ACTIVITY NO. 12: PLANNING GRANT APPLICATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes: Encouragement to potential sponsors to undertake master planning through the Airport Planning Grant Program; rendering advisory services to sponsors on the purpose and procedures of the Planning Grant Program; assisting sponsors in planning of the study and preparation of the project application, including holding pre-application conferences; review of the Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101); preparing and issuing the grant offer; reviewing the grant agreement and preparing subsequent notifications; approval of all contracts and force account work; approval of minor project changes within limits of the grant agreement in writing and approving an amendment to the grant agreement for changes in the scope of work or reduction of costs.

STANDARD:

- a. 71 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$25,000.
- b. 120 man-hours for each application processed in which the Federal share is \$25,000 through \$100,000
- c. 173 man-hours for each application processed in which the Federal share exceeds \$100,000.

BASIS FOR STANDARD: As in the Airport System Plan, the complexity of an Airport Master Planning Grant is directly proportional to the dollar amount of the grant; and the greater the complexity of the project, the more work involved on the part of Airports personnel.

The standard is greater than the counterpart ADO standard to allow for regional responsibilities, primarily in the areas of additional coordination and legal review.

ACTIVITY NO. 13: PGP ADMINISTRATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes all project monitoring involved in an Airport Master Planning Grant in Stage 6, from the time of grant agreement up to review of the final plan. This will involve advice and assistance to the consultant; reviews of interim study products; and meetings with the sponsor and consultant. The activity includes time spent on Planning Grant Summary of Quarterly Reports (FAA Form 5900-9) and Planning Grant Program Quarterly Status Report (FAA Form 5900-10).

STANDARD:

- a. 62 man-hours for each Airport Master Plan (AMP) underway in which the Federal share is less than \$25,000.
- b. 111 man-hours for each AMP underway in which the Federal share is \$25,000 through \$100,000.
- c. 157 man-hours for each AMP underway in which the Federal share exceeds \$100,000.

WORK UNIT: The source of count is the number of Airport Master Plans underway (i.e., in Stage 6) that the region anticipates during the planned year.

BASIS FOR STANDARD: The standard is higher than the counterpart ADO standard. The ADO can depend on some technical support in the form of advice and guidance during the progress of an Airport Master Planning Study from its regional office. Regions without ADOs must provide all of this grant administration service within one office.

ACTIVITY NO. 14: PGP FINAL REPORT REVIEW - AIRPORT MASTER PLAN

COVERAGE: This activity covers actions concerned with the review and approval of an Airport Master Plan final report, including reviews of preliminary or draft final reports, meetings with the sponsor and consultant, and other necessary coordination involved in completion of the project.

STANDARD:

- a. 54 man-hours for each Airport Master Plan (AMP) study completed in which the Federal share is less than \$25,000.
- b. 76 man-hours for each AMP study completed in which the Federal share is \$25,000 through \$100,000.
- c. 130 man-hours for each AMP study completed in which the Federal share exceeds \$100,000.

WORK UNIT: The source of count is the number of final reports reviewed and approved.

BASIS FOR STANDARD: The standard adds additional time to the ADO standard for final approval of a study.

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ACTIVITY NO. 15: PGP PARTIAL PAYMENT AUTHORIZATION

COVERAGE: This activity includes all activity directly pertaining to the review of requests for and the approval of all partial grant payments on PGP projects and submission of the Request for Advance or Reimbursement (FAA Form 5100-61) with supporting documentation to the Accounting Division for payment.

STANDARD: 2.5 man-hours for each Request for Advance or Reimbursement (FAA Form 5100-61) submitted.

BASIS FOR STANDARD: The standard is the same for any office processing a partial payment.

ACTIVITY NO. 16: PGP FINAL PAYMENTS

COVERAGE: This activity includes actions pertaining to regional approval of semifinal and final payments on PGP projects. This includes review of the sponsor's final report, Request for Advance or Reimbursement (FAA Form 5100-61), and any other documents necessary to clarify or support the claim. It also includes the preparation of comments and recommendations on the audit report and notification to AAS-400 that the project has been completed and final payment made, along with a copy of the published report.

STANDARD: 20 man-hours for each final payment (FAA Form 5100-61) processed.

BASIS FOR STANDARD: The standard is the same time that other regions will spend processing a final payment on PGP projects that are being directly administered from the regional office.

ACTIVITY NO. 17: PLANS AND SPECIFICATIONS

COVERAGE: This activity includes the review leading to recommendation for approval or disapproval of plans and specifications, approval of force account construction, and review of as-advertised plans and specifications for ADAP projects.

STANDARD: 72 man-hours for each complete set of plans and specifications approved.

WORK UNIT: Regions should count one complete set of plans and specs per project, rather than per contract, in cases in which separate small contracts are let to meet state requirements. In these cases, the sum of plans and specs workload for the entire project will approximate 72 man-hours, and not the approval of each of the smaller plans and specs units.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 18 ADAP/FAAP PERIODIC INSPECTIONS

COVERAGE: This activity includes conduct of inspections to determine acceptability of construction (entailing inspection of contractor operations), use of equipment, and construction control to determine if operations will result in construction conforming to the job plans and specifications. Associated work includes reporting on progress, procedures, and acceptability of construction activities on periodic FAAP/ADAP Construction Inspection Report, FAA Form 5100-16, and review of test reporting.

STANDARD: 18 man-hours for each periodic construction inspection completed.

BASIS FOR STANDARD: The standard includes the 15 man-hours per periodic construction inspection allowed to the ADO plus an increment of time added to each inspection to cover technical support by the paving engineer, including review of test reporting.

ACTIVITY NO. 19: AS-BUILT PLANS

COVERAGE: This activity includes review of as-built drawings to determine whether the plans reflect the construction as performed and the facilities installed. This work primarily involves a check that all previously determined job changes have been shown.

STANDARD: 4 man-hours for each set of as-built plans approved.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 20: ADAP/FAAP FINAL INSPECTIONS

COVERAGE: This activity includes final inspections of job sites to determine if construction conforms to the job plans and specifications and preparation of the Final Inspection Report and follow-up actions required on any exceptions noted at the time of the final inspection.

STANDARD: 22 man-hours for each final inspection completed.

WORK UNIT: Count final inspections on FAAP, as well as ADAP, projects.

BASIS FOR STANDARD: The standard includes the 17 man-hours per final inspection allowed to the ADO plus an increment of time added to each inspection to cover technical support by the lighting engineer, principally, and also by the paving engineer.

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ACTIVITY NO. 21: PAVEMENT EVALUATIONCOVERAGE:

- a. On-Site. This activity covers new pavement evaluations which involve on-site inspections to determine runway strength capabilities; performance of a comprehensive files search of available data; review of any testing performed, computation of strength for each pavement section, and recording this information in a pavement survey file. Does not include pavement inspections done as an integral part of the Airport Data Collection Program.
- b. In-Office. This activity includes pavement evaluations conducted from records in the regional office; updating surveys, including review of data on-hand in the pavement survey files, mainly to consider the effect of new construction data added since the last pavement survey, and adding to the file data on new construction as it occurs.

STANDARD:

- a. On-Site. 18 man-hours for each physical pavement inspection.
- b. In-Office. 8 man-hours for each in-office pavement evaluation.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 22: PAVING AND LIGHTING ENGINEER SPECIALISTS

COVERAGE: This standard covers much of the paving and lighting engineer specialty skills of the region.

STANDARD: Allow 900 man-hours for a paving specialist and 900 man-hours for a lighting specialist per regional division.

BASIS FOR STANDARD: This standard is the same as for all regions and encompasses that portion of the paving and lighting specialists' activities not included in other operational activities.

ACTIVITY NO. 23: TECHNICAL ASSISTANCE & ADVISORY SERVICES

COVERAGE: This activity includes advice and assistance through speeches, personal contacts, and correspondence with prospective or present airport owners, officials, and the general public on airport planning, airport development, design, construction, maintenance, disaster control, and on operational problems that are not directly identifiable to activities so far described. The standard also includes time spent on technical services rendered to the regional organizations, to airport sponsors, to the public which are additional workloads to regular operational activities.

Special studies and review of proposed program guidance and directives are included under this category as well as reading of Orders and advisory material to maintain technical proficiency.

STANDARD:

- a. Allow 3700 man-hours per region with 150-199 National Airport System Plan locations.
- b. Allow 4600 man-hours per region with 200-249 Plan locations.
- c. Allow 5500 man-hours per region with 250-299 Plan locations.
- d. Allow 6300 man-hours per region with 300-399 Plan locations.
- e. Allow 7300 man-hours per region with over 400 Plan locations.

BASIS FOR STANDARD: The region is functioning as both a region and an ADO, which increases the man-hours allowed for this activity.

ACTIVITY NO. 24: AIRPORT DEVELOPMENT AID PROGRAMMING - REQUEST FOR AID

COVERAGE: This standard applies to activities in the Airports Division concerned with the development of an airport development aid project from the prerequisite stage through the issuance of letters of tentative allocation. It includes establishment of a regional program, advising potential sponsors on matters of eligibility and on procedures for requesting Federal aid, establishing priority levels for individual items of development, review of the request for aid by all Airports organizational segments, preparing letters of notification to applicants in cases where requests for aid do not meet eligibility criteria, programming projects within regions' delegation of authority and recommending other projects to AAS-600 for programming, and issuing letters of tentative allocation or denial.

STANDARD: 78 man-hours for each Pre-application for Federal Assistance (FAA Form 5100-30) processed.

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BASIS FOR STANDARD: Standard allows for ADO workload involving direct contact with the sponsor and prime responsibility for formulation, review, and recommendations on a request for aid. In addition, the standard recognizes the regional workload of coordination with other divisions where appropriate and additional time involved to assure that the request package is in good order and to approve the project for programming (or recommend it to Washington for programming).

The standard also includes time spent in discussing the Airport Development Aid Program with potential sponsors and with state aviation officials to encourage needed development.

ACTIVITY NO. 25: PROJECT APPLICATIONS

COVERAGE: This activity primarily encompasses workload related to ADAP Stage I, except for those items specifically covered elsewhere (i.e., relocation assistance, plans and specs, etc.). It includes rendering assistance to sponsors in setting up a schedule and in preparation of project applications; evaluating project applications and supporting documentation required for project approval; review of engineering contracts; attendance, as necessary, at pre-bid conferences, bid openings, pre-award and pre-construction conferences (but not 100% attendance of all conferences); review of abstracts of bids and concurrence in award; review of executed contracts; orienting sponsors and contractors to their obligations regarding positive action required for the full and effective implementation of the provisions of the Civil Rights Act of 1964; review and evaluation of sponsor's evidence required by Title 6 of the Act and Part 15 of the Federal Aviation Regulation; preparing and approving ADAP program changes within prescribed limitations; preparation, legal coordination, and issuance of the grant offer and review of the grant agreement. The standard additionally allows time for consideration and approval of deviations to standards and for special project assistance by lighting and paving specialists.

Also included under this activity are some actions which take place during ADAP Stage II, but for purposes of workload accountability are more readily related to the number of project applications processed. These actions are approval of land title evidence and reasonableness of land costs; clearance of special conditions other than land; review and approval of change orders and supplemental agreements.

STANDARD: 152 man-hours for each Application for Federal Assistance (Construction Programs) (FAA Form 5100-100) processed.

WORK UNIT: The Application for Federal Assistance (Construction Programs) was chosen because it is a reliable index to a large portion of ADAP activity which occurs following tentative allocation.

BASIS FOR STANDARD: The standard includes an increment of time to allow for additional coordination on projects involving Economic Development Administration funds and Appalachian Regional Commission funds.

The standard allows generally for only one person to attend above listed conferences.

The additional man-hours in this standard above the 140 hours for the ADO are for coverage of regional activities of determining the value of and approving donated land where this occurs and, primarily, of special assistance on projects at this stage by lighting and paving specialists and approval of standards' deviations.

ACTIVITY NO. 26: ADAP STAGE II

COVERAGE: This activity includes preparation of Project Status Reports and the Quarterly Summary of ADAP/FAAP Projects; monitoring projects during ADAP Stage II and rendering advice and technical assistance on projects; and, prior to financial completion, determining the need for and processing amendments to grant agreements which affect the scope of a project or which change the amount of Federal funds.

STANDARD: 32 man-hours for each active project in Stage II.

WORK UNIT: This standard is based on the level of Stage II workload the region anticipates it will maintain during the planned year as projects enter Stage II and other projects leave Stage II. This workload may be determined by estimating the number of ADAP projects in Stage II for each quarter of the fiscal year, adding these numbers together, and then dividing by four. Only count ADAP projects.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices. Technical support by the paving and lighting engineers on construction inspections (included in the six larger regions' workload of ADAP Stage II) has been covered in Activity 18 - Periodic Inspection, and Activity 20 - Final Inspections.

ACTIVITY NO. 27: ADAP AND FAAP PARTIAL PAYMENT AUTHORIZATION

COVERAGE: This activity includes all activity directly pertaining to the review of requests for and the approval of partial grant payments on ADAP and FAAP projects and submission of an Outlay Report and Request for Reimbursement for Construction Programs (FAA Form 5100-60) or Request for Advance or Reimbursement (FAA Form 5100-61) with supporting documentation to the accounting division for payment.

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STANDARD: 2.5 man-hours for each Outlay Report and Request for Reimbursement for Construction Programs (FAA Form 5100-60) or Request for Advance or Reimbursement (FAA Form 5100-61) submitted, but do not count both for the same action.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 28: ADAP AND FAAP SEMI-FINAL AND FINAL PAYMENTS

COVERAGE: This activity includes actions pertaining to approval of semi-final and final payments on ADAP and FAAP projects. This work includes recommending payments based on review of the Outlay Report and Request for Reimbursement for Construction Programs, Request for Advance or Reimbursement, Report of Federal Cash Transaction, and any other documents necessary to clarify or support the claim. It includes review of the audit report and response to audit questions, legal coordination, and completing Grant Review responsibilities.

STANDARD: 30 man-hours for each final or semi-final payment (FAA Form 5100-60 or 5100-61, but do not count both for the same action) processed.

BASIS FOR STANDARD: Standard is higher than ADO standard to allow time for final grant review and audit and legal coordination.

ACTIVITY NO. 29: FUND CONTROL RECORDS

COVERAGE: This standard covers maintenance of ADAP/FAAP/PGP program control records. This entails the administrative control of funds, priority and reservation of such funds based on FAA Form 1413-1, as well as issuance of and acceptance of grant offers, recovery of obligated funds based on FAA Form 1413-1, unprogrammed discretionary reserve funds, and payments to sponsors. The time required for the preparation of funding reports for the grant program is also included in this allowance.

STANDARD: 1800 annual man-hours per regional office.

BASIS FOR STANDARD: The standard is the same for all regional divisions.

ACTIVITY NO 30: ENVIRONMENTAL ACTIVITIES

COVERAGE: This activity includes advice and assistance to sponsors; evaluation of draft environmental impact statements submitted with a request for aid, or site selection, or airport master plan study, including review of proper coordination procedures on the part of the sponsor; review of negative declarations; coordination with other

FAA elements; printing and distribution of statements for Federal regional review and Washington review; receiving review comments and preparing the final statement and forwarding it to Washington; providing other necessary coordination and response to inquiries, problems, and controversial issues.

STANDARD:

- a. 145 man-hours for each environmental impact statement reviewed and forwarded for final approval.

BASIS FOR STANDARD: The standard allows the region time for both ADO-related and region-related functions involved in processing and approving an environmental impact statement.

The standard recognizes that each environmental impact statement involves a significant amount of workload related to advisory services rendered to sponsors, to in-house discussion of the environmental impact involved in the project, and to coordination with other parties concerned with environmental protection. Additionally, there is an amount of time devoted by the environmentalist at the regional level to maintaining technical proficiency in the state-of-the-art. The standard allows time for these necessary activities.

The region should avoid "double counting" statements processed. If an environmental impact statement for a location has been reviewed and accepted in conjunction with an airport master planning study and if it is not necessary to work through the environmental considerations again when a request for aid for the location is received, the statement should be counted as a workload item only once, at the time of master plan approval, and not twice (with AMP and with request for aid). However, substantial reworking of the statement at request for aid time warrants counting as an additional review.

- b. 6 man-hours for each negative declaration reviewed.

ACTIVITY NO. 31: RELOCATION ASSISTANCE

This program is too recent to provide the historical data required to establish a meaningful standard. Further study will be conducted to determine the man-hour requirement for this activity.

ACTIVITY NO. 32: COMPLIANCE ACTIVITY

COVERAGE: This activity includes making an annual finding or determination of the compliance status of the airport owner; a physical inspection, as necessary, of airport-owned facilities and equipment subject to Government agreements; review of leases and all other actions

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taken to ascertain that airport owners are complying with terms of agreements, including Title 6 of the Civil Rights Act of 1964; advisory services provided to airport owners to assist in complying with agreements; investigation of complaints; issuance of notices citing discrepancies to be corrected; participation in determination of default, and recommendation or application of appropriate sanctions. It also includes the evaluation and processing of airport owner requests to be relieved of maintenance obligations.

STANDARD: 15 man-hours for each Federal agreement airport subject to compliance.

BASIS FOR STANDARD: Requests for release from maintenance obligations were combined with compliance determinations and the unit time value of the compliance determination was increased to provide the man-hours expended on these requests for release. The standard does not include processing of requests for release from the terms of surplus property deeds, Section 23 and Section 16 deeds, or land acquired under FAAP and ADAP.

The activity in the compliance program of a region with ADOs will involve some review of ADO actions and some work along with the ADO on complaints and default actions. There naturally enters some amount of duplicative workload that is not found in the region without ADOs. Therefore, the standard is slightly lower than for an ADO plus a regional office.

ACTIVITY NO. 33: AIRPORT ZONING ORDINANCE REVIEW

COVERAGE: This activity includes assistance provided to the airport sponsor in preparation of an airport zoning ordinance, text, and map (Exhibit A) to insure accuracy of maps, and the inclusion of appropriate standard zoning clauses leading to local approval.

STANDARD: 11 man-hours for each airport zoning ordinance processed.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 34: FEDERAL REAL PROPERTY

COVERAGE: This standard covers preparing recommendations to owning agency on conveyance of land under Section 23 of the Airport and Airway Development Act, Section 16 of the Federal Airport Act, and recommendations to GSA on conveyance of real property under Public Law 289, including specifying the deletion or addition of covenants and conditions to be included in the GSA deed. This work includes performance of the necessary field or site investigation, the review and evaluation of

the land use plans identifying aeronautical and income producing property, as well as the preparation of the necessary reports. It includes action on requests for release from surplus property deeds, Section 23 and Section 16 deeds, and of land acquired under FAAP and ADAP. It does not include subsequent action to insure compliance with the terms of the transfer agreement.

STANDARD:

- a. 51 man-hours for each transfer of real property, except;
- b. entire surplus military air base for which the standard is 220 man-hours;
- c. 42 man-hours for each request for release processed.

BASIS FOR STANDARD: Standard is adjusted to recognize a combination of ADO and region functions. The transfer of a military air base should be counted as a workload item for each fiscal year that the region projects involvement with the case.

ACTIVITY NO. 35: FEDERAL SURPLUS PERSONAL PROPERTY

COVERAGE: This activity includes informing airport owners of the availability of excess Federally-owned equipment and materials suitable for airport use; providing assistance in locating and claiming property to which they may be entitled under existing legislation; processing the application; and the initial actions in entering completed transactions in the appropriate inventory records. It does not include subsequent actions directed toward the enforcement of the transfer obligations.

STANDARD: 1.5 man-hours for each Standard Form 123 processed.

BASIS FOR STANDARD: Standard is the same as for Airports District Offices.

ACTIVITY NO. 36: AIRPORT CERTIFICATION & SAFETY INSPECTION PROGRAMS

COVERAGE: This standard includes certification inspections and associated preparation time, briefings, travel, reports, and necessary follow-up inspections.

STANDARD: 120 man-hours for each airport certificated.

BASIS FOR STANDARD: This standard includes time necessary for the original certification of an airport, but does not allow time for continuing follow-on efforts. NOTE: A study of this activity is planned to determine the time required to perpetuate the certificate as well as reevaluation of the time required to certify an airport.

AIRPORTS PROGRAM STAFFING STANDARDS

APPENDIX 4. ALASKAN REGION

SECTION 1. MANAGERIAL AND CLERICAL ACTIVITIES

MANAGERIAL ACTIVITY NO. 1: PROGRAM MANAGEMENT

COVERAGE: This standard is designed to provide man-hours to support basic program direction and supervision activity which is not readily identifiable with any one operational activity. The activities include, but are not limited to, the following: staff supervision and discipline; advice to the regional director, other division chiefs, and branch chiefs; review and signature of outgoing correspondence; response to Congressional and headquarters inquiries; attendance at and conduct of staff meetings, conferences, and hearings; and responsibilities of evaluating and allocating personnel and material resources in the conduct of the program.

Administrative responsibilities for personnel actions, training requests, travel planning, equipment purchases, and procurement actions are included in this activity.

USE NATIONAL STANDARD OF: Allow 4200 man-hours annually.

BASIS FOR STANDARD: The standard recognizes that the principal role of the division chief is encompassed by this activity. Additionally, a somewhat smaller portion of the working time of an assistant division chief, administrative officer, and of the branch chiefs is covered under this activity. This activity does not include supervisory time that could quantitatively be related to specific operational activities. (For example, the man-hour requirement for a request for aid includes time for branch chief and division chief participation and approval, as do the other activities.)

The standard recognizes that a region without district offices will have a slightly higher workload requirement in the area of program management to fulfill the management duties involved in a district-oriented operation, as well as a region operation.

MANAGERIAL ACTIVITY NO. 2: PROGRAM ANALYSIS AND EVALUATION

COVERAGE: This standard covers a formal program evaluation activity conducted in the regional office. It also includes time spent on management information activities, management charts, significant activity reports, highlights, and other miscellaneous reports; and special analyses, including time spent with Washington staff who are conducting studies.

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USE NATIONAL STANDARD OF: Allow 700 man-hours annually..

BASIS FOR STANDARD: These regions will not have an Airports District Office evaluation program to maintain. Therefore, the standard is lower than for regions with ADOs. Regions without ADOs need a strong self-evaluation program to continually evaluate and streamline their combined region/ADO operation.

MANAGERIAL ACTIVITY NO. 3: BUDGET

COVERAGE: This standard provides for manpower for formulating proposed budgets and work on the five-year plan, preparation of the related justification and the reprogramming or replanning necessary to translate an approved budget into firm work plans. It includes travel funds, quarterly reviews, related conferences, coordination with other elements, and any necessary reprogramming during the year.

USE NATIONAL STANDARD OF: Allow 500 man-hours annually.

BASIS FOR STANDARD: The standard was established at the median value for all regional divisions without district offices. Manpower for basic preparation and administration of budgets does not significantly vary with operational workload. It is concerned with projections of workload, the categories of which do not vary by region, and the concomitant application of a common staffing standard.

This standard is slightly lower than that for a region which must coordinate several ADO budget submissions.

CLERICAL ACTIVITY

A standard for clerical activity will be developed as a result of a planned effort to reevaluate the clerical/professional ratio.

TRAINING

The appropriateness of including a standard for training is under evaluation.

SECTION 2 - OPERATIONAL ACTIVITIES

The Alaskan Region should use the national standards for Operational Activities for regions operating without district offices (see Appendix 3), except where exceptions to the national standards are noted and described below:

ACTIVITY NO. 1: AIRPORT SITE SELECTION

COVERAGE: This activity includes the rendering of technical review and advisory services, participation in site investigations, evaluation of airspace considerations, site selection endorsement, and the performance of such other related actions (with the exception of environmental impact statements) as are necessary to determine the acceptability of potential airport sites proposed for airport development by public or private sponsors. This does not include site selection done under the Planning Grant Program.

STANDARD: 50 man-hours for each site selection report completed.

BASIS FOR STANDARD: The standard recognizes that each site selection will usually involve evaluating multiple proposed sites, but does not allow time for regional personnel to conduct site investigations for sponsors.

Environmental impact statements related to airport site selections should be counted with other impact statements under Activity No. 30 - Environmental Activities. Time required for environmental considerations is not intended to be covered by the 50 man-hours per site selection.

Standard revalidates present Alaskan Region staffing standard for this activity. Travel time adds to the site selection process in Alaska.

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ACTIVITY NO. 2: NATIONAL AIRPORT SYSTEM PLAN FORMULATION

COVERAGE: This activity includes all effort directly relating to the preparation and maintenance of the National Airport System Plan (NASP) encompassing short-range, intermediate-range, and long-range airfield and terminal area development. The work covers the detailed planning of locations, including development of forecasts; joint planning conferences as required; performance of periodic field visits leading to timely identification of needed development criteria; preparation of National Airport System Plan Worksheets (FAA Forms 5090-2, 5090-3, 5090-4) and supporting documentation, including planning and development data and necessary engineering/construction costs estimates used in the preparation of the Plan; continuous updating of Plan Worksheets as changes occur through planning, development, or other causes; and coordination of Plan inputs with local, state, other levels of Federal Government, and industry; and forwarding approved worksheets to Washington for processing and computer input to the Plan.

STANDARD:

a. Short-range (0-5 years) -- Airfield and Terminal Area Development.

58 man-hours for National Airport System Plan Worksheets prepared covering detailed development in the 0 to 5 year time period for each of the locations on which a Joint Planning Conference is held.

8 man-hours for Plan Worksheets prepared for this time period on each of the remaining locations.

b. Intermediate-range (6-10 years) -- Airfield and Terminal Area Development.

10 man-hours for Plan Worksheets prepared covering detailed development in the 6 to 10 year time period for each of the locations on which a Joint Planning Conference is held.

2 man-hours for Plan Worksheets prepared for this time period on each of the remaining locations.

c. Long-range (10-to 20 years).

7 man-hours for each hub (large, medium, small) within the region plus
3 man-hours for each location on which Plan Worksheets are prepared
for this time period.

BASIS FOR STANDARD: The standard is lower than for counterpart regions without ADOs in the contiguous U.S. because of general lower level of sophistication of airports in Alaska, which reduces the complexity of factors entering the National Airport System Plan calculations for detailed future airport development.

ACTIVITY NO. 3: PLANNING COORDINATION

COVERAGE: This standard encompasses activities which coordinate airport planning with other transportation and community planning. It includes working with sponsors and community planning agencies to assist in planning proper land use around airports; coordinating Department of Housing and Urban Development (HUD) applications for 701 planning, urban renewal projects, and open space as they relate to the environment in the vicinity of the airport; working with Federal Highway Administration (FHWA) to implement improved highway access to airports and participate in urban transportation studies; other planning coordination with the military, state, and local authorities. This also includes coordination activities necessary for intermodal planning.

STANDARD:

- a. Allow 80 man-hours for each small hub in the region.
- b. Allow 4 man-hours for each non-hub in the region.

BASIS FOR STANDARD: The Alaskan Region has no large or medium hubs, only three small hubs, and several hundred non-hubs. The Region will concentrate its planning efforts around its larger locations. The 4 man-hours per non-hub provides sufficient allowance to cover the remainder of the Region's general planning coordination workload, including joint-use.

ACTIVITY NO. 4: AIRCRAFT NOISE STUDIES

COVERAGE: This activity includes complete noise studies with contour maps prepared for Federal Housing Administration (FHA), Veterans Administration (VA), or authorized official planning bodies. It includes composite noise ratings prepared for FHA, VA, or authorized official planning bodies for a specific site proposed for housing, urban renewal, or other applicable development.

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USE NATIONAL STANDARD OF:

- a. 98 man-hours for preparation of a full noise contour study.
- b. 10 man-hours for a composite noise rating for a specific location.

BASIS FOR STANDARD: The 10 man-hours for preparation of a noise rating for a specific location is an average time for performing this function, considering that some noise ratings will be requested on airports for which a complete noise study has been done and will involve less work than 10 man-hours. Other noise ratings will be requested on airports for which no complete study exists and will require more effort on the part of the regional office to respond.

Standard does not include evaluation of noise studies submitted as part of a Planning Grant Program project.

The standard is the same as for Airports District Offices.

ACTIVITY NO. 5: AIRPORT/HIGHWAY CLEARANCE COORDINATIONS

COVERAGE: This activity includes coordination of airport/highway clearances with Federal Highway Administration (FHWA) to insure that these clearances are adequate for the safe movement of air and highway traffic.

USE NATIONAL STANDARD OF:

3.5 man-hours for each clearance coordinated with FHWA.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 6: AIRPORT LAYOUT PLANS

COVERAGE: This activity includes assisting airport owners in the preparation of airport layout plans; reviewing the plans for conformance with design criteria and consistency with aeronautical demand and socio-economic justification; designation of an instrument runway; participating in related public hearings, etc.

STANDARD:

7 man-hours for each airport layout plan approved.

BASIS FOR STANDARD: The standard recognizes that many airport layout plans will be reviewed several times before approval is granted. It does not include ALPs reviewed in conjunction with an Airport Master Planning Grant.

ACTIVITY NO. 7: AIRPORT DATA COLLECTION PROGRAM

COVERAGE: This activity includes all effort directly relating to the collection, processing, and distribution of airport data. The work includes (a) annual physical inspection of all airports; (b) preparation and updating of FAA Form 5010-1; (c) the maintenance of all files and records associated with the Airport Data Program; and (d) the arrangements for reproduction and distribution of the forms.

STANDARD: 9 man-hours for each FAA Airport Master Record (FAA Form 5010-1) processed.

BASIS FOR STANDARD: Travel time allotted to one airport on which a Master Record is updated is doubled for the Alaskan Region. Present Alaskan Region staffing standard for this activity was revalidated.

ACTIVITY NO. 8: AIRSPACE REVIEWSCOVERAGE:

- a. Obstruction and Hazard Cases. This activity includes the review and evaluation of submitted notices or circularized cases, only on those cases where there appears to be an airport interest, to determine the extent of possible violations of the airport imaginary surfaces and the possible adverse effect on existing and planned facilities; and development of recommendations to the Air Traffic Branch with regard to a hazard determination consistent with criteria expressed in FAR Part 77. This work includes plotting the indicated location on a quadrangle map or aeronautical chart, physical inspection of the site when facts are not available, examination of plans and facility records, and coordination discussions with other program elements.
- b. Airport Development Cases. This activity includes the review and evaluation of notices of airport development or significant change of activity as reported on FAA Form 7480-1. This may include a check of site location, identification and evaluation of existing and adjacent facilities, coordination with other program elements, and advisory assistance to the airport owner.

USE NATIONAL STANDARD OF:

- a. Obstruction and Hazard Cases. 1.5 man-hours for each FAA Form 7460-1 processed.
- b. Airport Development Cases. 7 man-hours for each FAA Form 7480-1 processed.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 9: PLANNING GRANT APPLICATION - AIRPORT SYSTEM PLAN

COVERAGE: This activity includes encouragement to potential sponsors to undertake system planning through the Airport Planning Grant Program; rendering advisory services to sponsors on the purpose and procedures of the Planning Grant Program; assisting sponsors in planning of the study and preparation of the project application, including holding preapplication conferences; review of the Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) and forwarding it to Washington for approval; preparing and issuing the grant offer, reviewing the grant agreement, and preparing subsequent notifications; approval of all contracts and force account work; approval of minor project changes within limits of the grant agreement in writing and approving an amendment to the grant agreement for changes in the scope of work or reduction of costs.

USE NATIONAL STANDARD OF:

- a. 137 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$100,000.
- b. 207 man-hours for each application processed in which the Federal share is \$100,000 through \$300,000.
- c. 377 man-hours for each application processed in which the Federal share exceeds \$300,000.

BASIS FOR STANDARD: There is a direct correlation between the dollar amount of the planning grant and the complexity of the planning study. Likewise, there is a direct relationship between the complexity of the proposed study and the workload experienced by Airports personnel. The Airport System Plan, even the least complex one, is a highly sophisticated study. There are many man-hours of conferences with sponsors and consultants leading to the development of a proposed study and many more hours required in the review and approval of an application for Federal aid.

The standard is the same as for other regions in cases where the region, rather than the ADO, is administering the Airport System Planning Grant.

ACTIVITY NO. 10: PGP ADMINISTRATION - AIRPORT SYSTEM PLAN

COVERAGE: This activity includes all project monitoring involved in an Airport System Planning Grant in Stage 6, from the time of grant agreement up to review of the final plan. This will involve advice and assistance to the consultant; interim reviews of work products of the study; and meetings with the sponsor and consultant. This activity includes time spent on Planning Grant Summary of Quarterly Reports (FAA Form 5900-9) and Planning Grant Program Quarterly Status Report (FAA Form 5900-10).

USE NATIONAL STANDARD OF:

- a. 156 man-hours for each Airport System Plan (ASP) underway in which the Federal share is less than \$100,000.
- b. 260 man-hours for each ASP underway in which the Federal share is \$100,000 through \$300,000.
- c. 420 man-hours for each ASP underway in which the Federal share exceeds \$300,000.

WORK UNIT: The source of count is the number of Airport System Plans underway (i.e., in Stage 6) that the region anticipates during the planned year.

BASIS FOR STANDARD: The amount of work involved in administering an Airport System Plan is directly proportional to the complexity of the study, measured by the dollar amount of the grant. The standard is the same as for other regions directly administering an Airport System Planning Grant, rather than delegating it to the ADO.

ACTIVITY NO. 11: PGP FINAL REPORT REVIEW - AIRPORT SYSTEM PLAN

COVERAGE: This activity covers regional workload in review and approval of Airport System Plan final study reports, including reviews of preliminary or draft final reports, meetings with the sponsor and consultant, and other necessary coordination involved in completion of the project.

USE NATIONAL STANDARD OF:

- a. 70 man-hours for each Airport System Plan (ASP) study completed in which the Federal share is less than \$100,000.
- b. 108 man-hours for each ASP study completed in which the Federal share is \$100,000 through \$300,000.
- c. 160 man-hours for each ASP study completed in which the Federal share exceeds \$300,000.

WORK UNIT: The source of count is the number of Airport System Plan final reports reviewed and approved.

BASIS FOR STANDARD: The standard is the same as for other regions directly administering an Airport System Planning Grant.

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ACTIVITY NO. 12: PLANNING GRANT APPLICATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes: Encouragement to potential sponsors to undertake master planning through the Airport Planning Grant Program; rendering advisory services to sponsors on the purpose and procedures of the Planning Grant Program; assisting sponsors in planning of the study and preparation of the project application, including holding pre-application conferences; review of the Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101), preparing and issuing the grant offer; reviewing the grant agreement and preparing subsequent notifications; approval of all contracts and force account work; approval of minor project changes within limits of the grant agreement in writing and approving an amendment to the grant agreement for changes in the scope of work or reduction of costs.

USE NATIONAL STANDARD OF:

- a. 71 man-hours for each Application for Federal Assistance (Nonconstruction Programs) (FAA Form 5100-101) processed in which the Federal share is less than \$25,000.
- b. 120 man-hours for each application processed in which the Federal share is \$25,000 through \$100,000.
- c. 173 man-hours for each application processed in which the Federal share exceeds \$100,000.

BASIS FOR STANDARD: As in the Airport System Plan, the complexity of an Airport Master Planning Grant is directly proportional to the dollar amount of the grant; and the greater the complexity of the project, the more work involved on the part of Airports personnel.

The standard is greater than the counterpart ADO standard to allow for regional responsibilities, primarily in the areas of additional coordination and legal review.

ACTIVITY NO. 13: PGP ADMINISTRATION - AIRPORT MASTER PLAN

COVERAGE: This activity includes all project monitoring involved in an Airport Master Planning Grant in Stage 6, from the time of grant agreement up to review of the final plan. This will involve advice and assistance to the consultant; reviews of interim study products; and meetings with the sponsor and consultant. The activity includes time spent on Planning Grant Summary of Quarterly Reports (FAA Form 5900-9) and Planning Grant Program Quarterly Status Report (FAA Form 5900-10).

USE NATIONAL STANDARD OF:

- a. 62 man-hours for each Airport Master Plan (AMP) underway in which the Federal share is less than \$25,000.
- b. 111 man-hours for each AMP underway in which the Federal share is \$25,000 through \$100,000.
- c. 157 man-hours for each AMP underway in which the Federal share exceeds \$100,000.

WORK UNIT: The source of count is the number of Airport Master Plans underway (i.e., in Stage 6) that the region anticipates during the planned year.

BASIS FOR STANDARD: The standard is higher than the counterpart ADO standard. The ADO can depend on some technical support in the form of advice and guidance during the progress of an Airport Master Planning Study from its regional office. Regions without ADOs must provide all of this grant administration service within one office.

ACTIVITY NO. 14: PGP FINAL REPORT REVIEW - AIRPORT MASTER PLAN

COVERAGE: This activity covers actions concerned with the review and approval of an Airport Master Plan final report, including reviews of preliminary or draft final reports, meetings with the sponsor and consultant, and other necessary coordination involved in completion of the project.

USE NATIONAL STANDARD OF:

- a. 54 man-hours for each Airport Master Plan (AMP) study completed in which the Federal share is less than \$25,000.
- b. 76 man-hours for each AMP study completed in which the Federal share is \$25,000 through \$100,000.
- c. 130 man-hours for each AMP study completed in which the Federal share exceeds \$100,000.

WORK UNIT: The source of count is the number of final reports reviewed and approved.

BASIS FOR STANDARD: The standard adds additional time to the ADO standard for final approval of a study.

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ACTIVITY NO. 15: PGP PARTIAL PAYMENT AUTHORIZATION

COVERAGE: This activity includes all activity directly pertaining to the review of requests for and the approval of all partial grant payments on PGP projects and submission of the Request for Advance or Reimbursement (FAA Form 5100-61) with supporting documentation to the Accounting Division for payment.

USE NATIONAL STANDARD OF:

2.5 man-hours for each Request for Advance or Reimbursement (FAA Form 5100-61) submitted.

BASIS FOR STANDARD: The standard is the same for any office processing a partial payment.

ACTIVITY NO. 16: PGP FINAL PAYMENTS

COVERAGE: This activity includes actions pertaining to regional approval of semifinal and final payments on PGP projects. This includes review of the sponsor's final report, Request for Advance or Reimbursement (FAA Form 5100-61) and any other documents necessary to clarify or support the claim. It also includes the preparation of comments and recommendations on the audit report and notification to AAS-400 that the project has been completed and final payment made, along with a copy of the published report.

USE NATIONAL STANDARD OF:

20 man-hours for each final payment (FAA Form 5100-61) processed.

BASIS FOR STANDARD: The standard is the same time that other regions will spend processing a final payment on PGP projects that are being directly administered from the regional office.

ACTIVITY NO. 17: PLANS AND SPECIFICATIONS

COVERAGE: This activity includes the review leading to recommendation for approval or disapproval of plans and specifications, approval of force account construction, and review of as-advertised plans and specifications for ADAP projects.

USE NATIONAL STANDARD OF:

72 man-hours for each complete set of plans and specifications approved.

WORK UNIT: Regions should count one complete set of plans and specs per project, rather than per contract, in cases in which separate small contracts are let to meet state requirements. In these cases, the sum of plans and specs workload for the entire project will approximate 72 man-hours, and not the approval of each of the smaller plans and specs units.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 18: ADAP/FAAP PERIODIC INSPECTION

COVERAGE: This activity includes conduct of inspections to determine acceptability of construction (entailing inspection of contractor operations), use of equipment, and construction control to determine if operations will result in construction conforming to the job plans and specifications. Associated work includes reporting on progress, procedures, and acceptability of construction activities on periodic FAAP/ADAP Construction Inspection Report, FAA Form 5100-16, and review of test reporting.

STANDARD: 20 man-hours for each periodic construction inspection completed.

BASIS FOR STANDARD: The standard includes the 15 man-hours per periodic construction inspection allowed to the ADO plus an increment of time added to each inspection to cover technical support by the paving engineer, including review of test reporting.

Increase in standard over contiguous U. S. regions without ADOs is based on increased travel time required in Alaska.

ACTIVITY NO. 19: AS-BUILT PLANS

COVERAGE: This activity includes review of as-built drawings to determine whether the plans reflect the construction as performed and the facilities installed. This work primarily involves a check that all previously determined job changes have been shown.

USE NATIONAL STANDARD OF: 4 man-hours for each set of as-built plans approved.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

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ACTIVITY NO. 20: ADAP/FAAP FINAL INSPECTIONS

COVERAGE: This activity includes final inspections of job sites to determine if construction conforms to the job plans and specifications and preparation of the Final Inspection Report and follow-up actions required on any exceptions noted at the time of the final inspection.

STANDARD: 25 man-hours for each Final Inspection Report (FAA Form 5100-17) completed.

BASIS FOR STANDARD: The standard includes the 17 man-hours per final inspection allowed to the ADO plus an increment of time added to each inspection to cover technical support by the lighting engineer, principally, and also by the paving engineer.

Increased travel time in Alaska accounts for the increased value per final inspection over that of regions without ADOs in the contiguous United States.

ACTIVITY NO. 21: PAVEMENT EVALUATIONCOVERAGE:

- a. On-Site. This activity covers new pavement evaluations which involve on-site inspections to determine runway strength capabilities; performance of a comprehensive files search of available data; review of any testing performed, computation of strength for each pavement section, and recording this information in a pavement survey file. Does not include pavement inspections done as an integral part of the Airport Data Collection Program.
- b. In-Office. This activity includes pavement evaluations conducted from records in the regional office; updating surveys, including review of data on-hand in the pavement survey files, mainly to consider the effect of new construction data added since the last pavement survey, and adding to the file data on new construction as it occurs.

STANDARD:

- a. On-Site: 20 man-hours for each physical pavement inspection.
- b. In-Office. Use national standard of 8 man-hours each.

BASIS FOR STANDARD: Increased travel time accounts for increase over national standard for on-site pavement evaluations.

ACTIVITY NO. 22: PAVING AND LIGHTING ENGINEER SPECIALISTS

COVERAGE: This standard covers much of the paving and lighting engineer specialty skills of the region.

USE NATIONAL STANDARD OF:

900 man-hours for a paving specialist and 900 man-hours for a lighting specialist for the region.

BASIS FOR STANDARD: This standard is the same as for all regions and encompasses that portion of the paving and lighting specialists' activities not included in other operational activities.

ACTIVITY NO. 23: TECHNICAL ASSISTANCE AND ADVISORY SERVICES

COVERAGE: This activity includes advice and assistance through speeches, personal contacts, and correspondence with prospective or present airport owners, officials, and the general public on airport planning, airport development, design, construction, maintenance, disaster control, and on operational problems that are not directly identifiable to activities so far described. The standard also includes time spent on technical services rendered to the regional organizations, to airport sponsors, to the public which are additional workloads to regular operational activities.

Special studies and review of proposed program guidance and directives are included under this category as well as reading of orders and advisory material to maintain technical proficiency.

USE NATIONAL STANDARD OF:

- a. Allow 3700 man-hours per region with 150-199 National Airport System Plan locations.
- b. Allow 4600 man-hours per region with 200-249 Plan locations.
- c. Allow 5500 man-hours per region with 250-299 Plan locations.
- d. Allow 6300 man-hours per region with 300-399 Plan locations.
- e. Allow 7300 man-hours per region with over 400 Plan locations.

BASIS FOR STANDARD: The region is functioning as both a region and an ADO, which increases the man-hours allowed for this activity.

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ACTIVITY NO. 24: AIRPORT DEVELOPMENT AID PROGRAMMING - REQUEST FOR AID

COVERAGE: This standard applies to activities in the Airports Division concerned with the development of an airport development aid project from the prerequest stage through the issuance of letters of tentative allocation. It includes establishment of a regional program, advising potential sponsors on matters of eligibility and on procedures for requesting Federal aid, establishing priority levels for individual items of development, review of the request for aid by all Airports organizational segments, preparing letters of notification to applicants in cases where requests for aid do not meet eligibility criteria, programming projects within regions' delegation of authority and recommending other projects to AAS-600 for programming, and issuing letters of tentative allocation or denial.

USE NATIONAL STANDARD OF:

78 man-hours for each Pre-application for Federal Assistance (FAA Form 5100-30) processed.

BASIS FOR STANDARD: Standard allows for ADO workload involving direct contact with the sponsor and prime responsibility for formulation, review, and recommendations on a request for aid. In addition, the standard recognizes the regional workload of coordination with other divisions where appropriate and additional time involved to assure that the request package is in good order and to approve the project for programming (or recommend it to Washington for programming).

The standard also includes time spent in discussing the Airport Development Aid Program with potential sponsors and with state aviation officials to encourage needed development.

ACTIVITY NO. 25: PROJECT APPLICATIONS

COVERAGE: This activity primarily encompasses workload related to ADAP Stage I, except for those items specifically covered elsewhere (i.e., relocation assistance, plans and specs, etc.). It includes rendering assistance to sponsors in setting up a schedule and in preparation of project applications; evaluating project applications and supporting documentation required for project approval; review of engineering contracts; attendance, as necessary, at pre-bid conferences, bid openings, pre-award and pre-construction conferences (but not 100% attendance of all conferences); review of abstracts of bids and concurrence in award; review of executed contracts; orienting sponsors and contractors to their obligations regarding positive action required for the full and effective implementation of the provisions of the Civil Rights Act of 1964; review and evaluation of sponsor's evidence required by Title 6 of the Act and Part 15 of the Federal Aviation Regulation; preparing and approving ADAP program changes within prescribed limitations; preparation, legal coordination, and issuance of the grant offer and review of the grant agreement.

The standard additionally allows time for consideration and approval of deviations to standards and for special project assistance by lighting and paving specialists.

Also included under this activity are some actions which take place during ADAP Stage II, but for purposes of workload accountability are more readily related to the number of project applications processed. These actions are approval of land title evidence and reasonableness of land costs; clearance of special conditions other than land; review and approval of change orders and supplemental agreements.

USE NATIONAL STANDARD OF:

152 man-hours for each Application for Federal Assistance (Construction Programs) (FAA Form 5100-100) processed.

WORK UNIT: The Application for Federal Assistance (Construction Programs) was chosen because it is a reliable index to a large portion of ADAP activity which occurs following tentative allocation.

BASIS FOR STANDARD: The standard allows generally for only one person to attend above listed conferences.

The additional man-hours in this standard above the 140 hours for the ADO are for coverage of regional activities of determining the value of and approving donated land where this occurs and, primarily, of special assistance on projects at this stage by lighting and paving specialists and approval of standards' deviations.

ACTIVITY NO. 26: ADAP STAGE II

COVERAGE: This activity includes preparation of Project Status Reports and the Quarterly Summary of ADAP/FAAP Projects; monitoring projects during ADAP Stage II and rendering advice and technical assistance on projects; and, prior to financial completion, determining the need for and processing amendments to grant agreements which affect the scope of a project or which change the amount of Federal funds.

USE NATIONAL STANDARD OF:

32 man-hours for each active project in Stage II.

WORK UNIT: This standard is based on the level of Stage II workload the region anticipates it will maintain during the planned year as projects enter Stage II and other projects leave Stage II. This workload may be determined by estimating the number of ADAP projects in Stage II for each quarter of the fiscal year, adding these numbers together, and then dividing by four. Only count ADAP projects.

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BASIS FOR STANDARD: The standard is the same as for Airports District Offices. Technical support by the paving and lighting engineers on construction inspections (included in the six larger regions' workload of ADAP Stage II) has been covered in Activity 18 - Periodic Inspection, and Activity 20 - Final Inspections.

ACTIVITY NO. 27: ADAP & FAAP PARTIAL PAYMENT AUTHORIZATION

COVERAGE: This activity includes all activity directly pertaining to the review of requests for and the approval of partial grant payments on ADAP and FAAP projects and submission of an Outlay Report & Request for Reimbursement for Construction Programs (FAA Form 5100-60) or Request for Advance or Reimbursement (FAA Form 5100-61) with supporting documentation to the accounting division for payment.

USE NATIONAL STANDARD OF:

2.5 man-hours for each Outlay Report & Request for Reimbursement for Construction Programs (FAA Form 5100-60) or Request for Advance or Reimbursement, (FAA Form 5100-61) submitted, but do not count both for the same action.

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 28: ADAP & FAAP SEMI-FINAL & FINAL PAYMENTS

COVERAGE: This activity includes actions pertaining to approval of semi-final and final payments on ADAP and FAAP projects. This work includes recommending payments based on review of the Outlay Report & Request for Reimbursement for Construction Programs or Request for Advance or Reimbursement, Summary of Project Costs, Periodic Cost Estimate, and any other documents necessary to clarify or support the claim. It includes review of the audit report and response to audit questions, legal coordination, and completing Grant Review responsibilities.

USE NATIONAL STANDARD OF:

30 man-hours for each final or semi-final payment (FAA Form 5100-60 or 5100-61, but do not count both for the same action) processed.

BASIS FOR STANDARD: Standard is higher than ADO standard to allow time for final grant review and audit and legal coordination.

ACTIVITY NO. 29: FUND CONTROL RECORDS

COVERAGE: This standard covers maintenance of ADAP/FAAP/PGP program control records. This entails the administrative control of funds, priority and reservation of such funds based on FAA Form 1413-1, as well as issuance of and acceptance of grant offers, recovery of

obligated funds based on FAA Form 1413-1, unprogrammed discretionary reserve funds, and payments to sponsors. The time required for the preparation of funding reports for the grant program is also included in this allowance.

USE NATIONAL STANDARD OF:

1800 annual man-hours for the regional office.

BASIS FOR STANDARD: The standard is the same for all regional divisions.

ACTIVITY NO. 30: ENVIRONMENTAL ACTIVITIES

COVERAGE: This activity includes advice and assistance to sponsors; evaluation of draft environmental impact statements submitted with a request for aid, or site selection, or airport master plan study, including review of proper coordination procedures on the part of the sponsor; review of negative declarations; coordination with other FAA elements; printing and distribution of statements for Federal regional review and Washington review; receiving review comments and preparing the final statement and forwarding it to Washington; providing other necessary coordination and response to inquiries, problems, and controversial issues.

USE NATIONAL STANDARD OF:

- a. 145 man-hours for each environmental impact statement reviewed and forwarded for final approval.

BASIS FOR STANDARD: The standard allows the region time for both ADO-related and region-related functions involved in processing and approving an environmental impact statement.

The standard recognizes that each environmental impact statement involves a significant amount of workload related to advisory services rendered to sponsors, to in-house discussion of the environmental impact involved in the project, and to coordination with other parties concerned with environmental protection. Additionally, there is an amount of time devoted by the environmentalist at the regional level to maintaining technical proficiency in the state-of-the-art. The standard allows time for these necessary activities.

The region should avoid "double counting" statements processed. If an environmental impact statement for a location has been reviewed and accepted in conjunction with an airport master planning study and if it is not necessary to work through the environmental considerations again when a request for aid for the location is received, the statement should be counted as a workload item only once, at the time of master plan approval, and not twice (with AMP

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and with request for aid). However, substantial reworking of the statement at request for aid time warrants counting as an additional review.

b. 6 man-hours for each negative declaration reviewed.

ACTIVITY NO. 31: RELOCATION ASSISTANCE

This program is too recent to provide the historical data required to establish a meaningful standard. Further study will be conducted to determine the man-hour requirement for this activity.

ACTIVITY NO. 32: COMPLIANCE ACTIVITY

COVERAGE: This activity includes making an annual finding or determination of the compliance status of the airport owner; a physical inspection, as necessary, of airport-owned facilities and equipment subject to Government agreements; review of leases and all other actions taken to ascertain that airport owners are complying with terms of agreements, including Title 6 of the Civil Rights Act of 1964; advisory services provided to airport owners to assist in complying with agreements; investigation of complaints; issuance of notices citing discrepancies to be corrected; participation in determination of default, and recommendation or application of appropriate sanctions. It also includes the evaluation and processing of airport owner requests to be relieved of maintenance obligations.

STANDARD: 17 man-hours for each Federal agreement airport subject to compliance.

BASIS FOR STANDARD: Requests for release from maintenance obligations were combined with compliance determinations and the unit time value of the compliance determination was increased to provide the man-hours expended on these requests for release. The standard does not include processing of requests for release from the terms of surplus property deeds, Section 23 and Section 16 deeds, or land acquired under FAAP and ADAP.

The activity in the compliance program of a region with ADOs will involve some review of ADO actions and some work along with the ADO on complaints and default actions. There naturally enters some amount of duplicative workload that is not found in the region without ADOs. Therefore, the standard is slightly lower than for an ADO plus a regional office.

The Alaskan Region's standard is slightly increased to allow for increased travel time for compliance inspection.

ACTIVITY NO. 33: AIRPORT ZONING ORDINANCE REVIEW

COVERAGE: This activity includes assistance provided to the airport sponsor in preparation of an airport zoning ordinance, text, and map (Exhibit A) to insure accuracy of maps, and the inclusion of appropriate standard zoning clauses leading to local approval.

USE NATIONAL STANDARD OF: 11 man-hours for each airport zoning ordinance submitted in entirety to the region for review. 1/

BASIS FOR STANDARD: The standard is the same as for Airports District Offices.

ACTIVITY NO. 34: FEDERAL REAL PROPERTY

COVERAGE: This standard covers preparing recommendations to owning agency on conveyance of land under Section 23 of the Airport and Airway Development Act, Section 16 of the Federal Airport Act, and recommendations to GSA on conveyance of real property under Public Law 289, including specifying the deletion or addition of covenants and conditions to be included in the GSA deed. This work includes performance of the necessary field or site investigation, the review and evaluation of the land use plans identifying aeronautical and income producing property, as well as the preparation of the necessary reports. It includes action on requests for release from surplus property deeds, Section 23 and Section 16 deeds, and of land acquired under FAAP and ADAP. It does not include subsequent action to insure compliance with the terms of the transfer agreement.

STANDARD:

- a. 70 man-hours for each transfer of real property.
- b. Use national standard of 220 man-hours for entire surplus military air base.
- c. Use national standard of 42 man-hours for each request for release.

1/ NOTE: The Alaskan Region's primary work in this activity is not in processing zoning ordinances which have been drawn up by the community and submitted to the Airports division for review. The Airports Division is involved in the promotion of zoning ordinances, in working to get enabling legislation, and in active participation in the preparation of zoning ordinances around the larger airport locations. For this effort the region should count: 60 man-hours for each airport zoning ordinance prepared.

Appendix 4

BASIS FOR STANDARD: Standard is adjusted to recognize a combination of ADO and region functions.

Standard is increased for transfer of real property because of land title problems peculiar to the State of Alaska. Present Alaskan Region standard for this activity was revalidated.

The transfer of a military air base should be counted as a workload item for each fiscal year that the region projects involvement with the case.

ACTIVITY NO. 35: FEDERAL SURPLUS PERSONAL PROPERTY

COVERAGE: This activity includes informing airport owners of the availability of excess Federally-owned equipment and materials suitable for airport use; providing assistance in locating and claiming property to which they may be entitled under existing legislation; processing the application; and the initial actions in entering completed transactions in the appropriate inventory records. It does not include subsequent actions directed toward the enforcement of the transfer obligations.

USE NATIONAL STANDARD OF:

1.5 man-hours for each Standard Form 123 processed.

BASIS FOR STANDARD: Standard is the same as for Airports District Offices.

ACTIVITY NO. 36: AIRPORT CERTIFICATION & SAFETY INSPECTION PROGRAMS

COVERAGE: This standard includes certification inspections and associated preparation time, briefings, travel, reports, and necessary follow-up inspections.

STANDARD: 78 man-hours for each airport certificated.

BASIS FOR STANDARD: This standard includes time necessary for the original certification of an airport, but does not allow time for continuing follow-on efforts. NOTE: A study of this activity is planned to determine the time required to perpetuate the certificate as well as reevaluation of the time required to certify an airport.